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# APPENDIX

TO THE

# NAVY LIST

RATES OF PAY,
CONDITIONS OF RETIREMENT,
ENTRY REGULATIONS,
Etc., Etc.

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1966
(corrected to June)

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**Except where provision is or may hereafter be expressly made to the contrary, no person shall be entitled to claim as a right any promotion, emolument, retired pay, pension or other benefit conferred by any provision of these Regulations in the event of such provisions being at any time varied, or cancelled.**

---

**On and after 1st April, 1964, the functions of the Admiralty, and the powers conferred on the Admiralty by relevant Orders-in-Council, etc., are exercisable by, or on behalf of, the Secretary of State for Defence, the Defence Council or the Admiralty Board, as appropriate.**

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# PAY AND ALLOWANCES OF OFFICERS OF THE ROYAL NAVY, ROYAL MARINES, WOMEN'S ROYAL NAVAL SERVICE AND QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

*Note.*—Full details of the rules and conditions of issue of Royal Naval Pay and Allowances are contained in the Naval Pay Regulations. The following is a brief summary only, and is not to be taken as superseding or overriding anything contained in the Naval Pay Regulations.

## I. DAILY RATES OF FULL PAY

### ROYAL NAVY—(GENERAL LIST, SUPPLEMENTARY LIST AND INSTRUCTOR OFFICERS), AND R.N.R. OFFICERS

| *Rank* | s. | d. |
|---|---|---|
| Cadet | 17 | 3 |
| Midshipman at Britannia Royal Naval College, Dartmouth | 22 | 3 |
| Acting Midshipman (University Cadet), Midshipman in Ships of the Fleet | 32 | 6 |
| Acting Sub-Lieutenant | 39 | 0 |
| Sub-Lieutenant | 43 | 6 |
| Lieutenant | 52 | 6 |
| Lieutenant after 2 years | 67 | 6 |
| " " 4 " | 70 | 0 |
| " " 6 " | 72 | 6 |
| " " 8 " | *75 | 0 |
| " " 10 " | *77 | 6 |
| " " 12 " | *80 | 6 |
| " " 14 " | *83 | 6 |
| " " 16 " | *86 | 6 |
| Lieutenant-Commander | 92 | 6 |
| " after 2 years | 97 | 6 |
| " " 4 " | 102 | 6 |
| " " 6 " | 105 | 0 |
| " " 8 " | 107 | 6 |
| " " 10 " | 110 | 0 |
| " " 12 " | 114 | 6 |
| Commander | 127 | 6 |
| " after 2 years or with 19 years' service† | 131 | 6 |
| " " 4 " " " 21 " " † | 135 | 6 |
| " " 6 " " " 23 " " † | 139 | 6 |
| " " 8 " " " 25 " " † | 143 | 0 |
| Captain | 165 | 6 |
| " after 2 years | 169 | 6 |
| " " 4 " | 173 | 6 |
| " " 6 " | 177 | 6 |
| " " 8 " | 203 | 0 |
| Rear-Admiral | 251 | 0 |
| Vice-Admiral | 284 | 0 |
| Admiral | 338 | 0 |
| Admiral of the Fleet | 400 | 0 |

* Supplementary List only.

† Service in this and equivalent tables means all full pay officer service from the officer's 21st birthday.

*Notes.*— (i) A Commodore receives full pay as a Captain.
(ii) Increments of full pay for Reserve Officers depend on mobilised service and not seniority.

### MEDICAL AND DENTAL OFFICERS, R.N. AND R.N.R.

| *Rank* | s. | d. |
|---|---|---|
| Surgeon Sub-Lieutenant | 40 | 0 |
| Acting Surgeon Lieutenant | 44 | 6 |
| Surgeon Lieutenant | 84 | 6 |
| " " after 2 years | 86 | 6 |
| " " " 4 " | 88 | 6 |
| Surgeon Lieutenant-Commander | 105 | 6 |
| " " " after 1 year | 107 | 6 |
| " " " " 2 years | 109 | 6 |
| " " " " 3 " | 111 | 6 |
| " " " " 4 " | 113 | 6 |
| " " " " 5 " | 115 | 6 |
| " " " " 6 " | 117 | 6 |
| " " " " 7 " | 119 | 6 |
| Surgeon Commander | 131 | 0 |
| " " after 2 years | 134 | 0 |
| " " " 4 " | 137 | 0 |
| " " " 6 " | 140 | 0 |
| " " " 8 " | 143 | 0 |
| Surgeon Captain | 160 | 0 |
| " " after 2 years | 163 | 0 |
| " " " 4 " | 166 | 0 |
| " " " 6 " | 169 | 0 |
| " " " 8 " | 181 | 0 |
| Surgeon Rear-Admiral | 251 | 0 |
| Surgeon Vice-Admiral | 284 | 0 |

*Note.*—Increments of full pay for R.N.R. Officers depend on mobilised service and not seniority.

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## CHAPLAINS (ALL DENOMINATIONS), R.N. AND R.N.R.

| | s. | d. |
|---|---|---|
| Chaplain on entry | 60 | 0 |
| „ after 2 years | 65 | 0 |
| „ „ 4 „ | 71 | 0 |
| „ „ 6 „ | 79 | 0 |
| „ „ 8 „ | 87 | 0 |
| „ „ 10 „ | 94 | 6 |
| „ „ 12 „ | 98 | 6 |
| „ „ 14 „ | 103 | 0 |
| „ „ 16 „ | 107 | 0 |
| „ „ 18 „ | 113 | 6 |
| „ „ 20 „ | 121 | 6 |
| „ „ 22 „ | 129 | 6 |
| „ „ 24 „ | 134 | 6 |
| „ „ 26 „ | 139 | 6 |
| „ „ 28 „ | 144 | 6 |
| Principal Chaplain, R.N. | 154 | 0 |
| Chaplain of the Fleet | 187 | 6 |

R.N.R. Chaplains on completing 6, 14, 22 and 28 years' Reserve Service are eligible for appropriate rates of full pay above. Intervening increments of pay depend on mobilised service on full pay.

## SPECIAL DUTIES LIST, ROYAL NAVY

| *Rank* | s. | d. |
|---|---|---|
| Sub-Lieutenant on promotion | 77 | 0 |
| „ „ after 3 years | 79 | 0 |
| Lieutenant on promotion | 83 | 0 |
| „ after 2 years | 85 | 0 |
| „ „ 4 „ | 87 | 0 |
| „ „ 6 „ | 89 | 0 |
| „ „ 8 „ | 91 | 0 |
| Lieutenant-Commander and above—as for General List Officers | | |

## ROYAL MARINE OFFICERS (GENERAL LIST), SHORT SERVICE COMMISSION AND SPECIAL ENTRY FLYING SERVICE LISTS AND R.M.F.V.R. OFFICERS

| *Rank* | s. | d. |
|---|---|---|
| Second Lieutenant | 32 | 6 |
| Acting „ | 39 | 0 |
| Lieutenant | 43 | 6 |
| „ after 1 year | 52 | 6 |
| „ „ 3 years | 67 | 6 |
| „ „ 5 „ | 70 | 0 |
| „ „ 7 „ | 72 | 6 |
| „ „ 9 „ | 75 | 0 |
| „ „ 11 „ | *77 | 6 |
| „ „ 13 „ | *80 | 6 |
| Captain | 92 | 6 |
| „ after 2 years | 97 | 6 |
| „ „ 4 „ | 102 | 6 |
| „ „ 6 „ | 105 | 0 |
| „ „ 8 „ | 107 | 6 |
| „ „ 10 „ | 110 | 0 |
| „ „ 12 „ | 114 | 6 |
| Major | 127 | 6 |
| „ after 2 years or with 19 years' service | 131 | 6 |
| „ „ 4 „ „ „ 21 „ „ | 135 | 6 |
| „ „ 6 „ „ „ 23 „ „ | 139 | 6 |
| „ „ 8 „ „ „ 25 „ „ | 143 | 0 |
| Lieutenant-Colonel | 165 | 6 |
| „ after 2 years | 169 | 6 |
| „ „ „ 4 „ | 173 | 6 |
| Colonel | 177 | 6 |
| „ after 2 years | 203 | 0 |
| Major-General | 251 | 0 |
| Lieutenant-General | 284 | 0 |
| General | 338 | 0 |

*Notes.* (i) A Brigadier receives full pay as a Colonel.
Increments of full pay for R.M.F.V.R. Officers depend on mobilised service and not seniority, except that Lieutenants R.M.F.V.R. may receive the "after one year" rate after one year in the rank.
(ii) * These rates are restricted to officers on the R.M. Special Entry Flying Service List only.

## SPECIAL DUTIES LIST, ROYAL MARINES

| *Rank* | s. | d. |
|---|---|---|
| Second Lieutenant on promotion | 77 | 0 |
| „ „ after 3 years in the rank | 79 | 0 |
| Lieutenant on promotion | 83 | 0 |
| „ after 2 years in the rank | 85 | 0 |
| „ „ 4 „ | 87 | 0 |
| „ „ 6 „ | 89 | 0 |
| „ „ 8 „ | 91 | 0 |
| Captain and above—as for General List Officers | | |

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### CAREERS SERVICE, R.N. AND R.M.

| *Rank* | s. | d. |
|---|---|---|
| Lieutenant (Careers Service) | 75 | 0 |
| Regional Careers Staff Officer | 110 | 0 |

### WOMEN'S ROYAL NAVAL SERVICE

| *Rank* | s. | d. |
|---|---|---|
| Probationary Third Officer | 33 | 0 |
| Third Officer on Confirmation | 36 | 0 |
| Third Officer after 2 years | 39 | 0 |
| " " " 4 " | 41 | 6 |
| " " " 6 " | 43 | 6 |
| Second Officer | 50 | 0 |
| " " after 2 years | 52 | 6 |
| " " " 4 " | 56 | 0 |
| " " " 6 " | 59 | 6 |
| " " " 8 " | 63 | 0 |
| " " " 10 " | 66 | 6 |
| " " " 12 " | 71 | 0 |
| First Officer | 77 | 6 |
| " " after 2 years | 81 | 6 |
| " " " 4 " | 85 | 6 |
| " " " 6 " | 89 | 6 |
| " " " 8 " | 93 | 0 |
| " " " 10 " | 95 | 0 |
| " " " 12 " | 97 | 6 |
| Chief Officer | 107 | 6 |
| " " after 2 years or with 19 years' service | 111 | 0 |
| " " " 4 " " " 21 " " | 114 | 0 |
| " " " 6 " " " 23 " " | 117 | 6 |
| " " " 8 " " " 25 " " | 120 | 6 |
| Superintendent | 140 | 6 |
| " after 2 years | 144 | 0 |
| " " 4 " | 147 | 6 |
| " " 6 " | 151 | 0 |
| Director | 172 | 6 |

### QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

| *Rank* | s. | d. |
|---|---|---|
| Nursing Sister on entry | 43 | 6 |
| " " after 1 year | 45 | 0 |
| " " " 2 years | 46 | 6 |
| " " " 3 " | 48 | 0 |
| Senior Nursing Sister | 53 | 0 |
| " " after 1 year | 55 | 0 |
| " " " 2 years | 57 | 6 |
| " " " 3 " | 59 | 6 |
| " " " 4 " | 61 | 6 |
| " " " 5 " | 63 | 6 |
| " " " 6 " | 66 | 0 |
| Superintending Sister | 80 | 6 |
| " after 1 year | 82 | 6 |
| " " 2 years | 84 | 6 |
| " " 3 " | 86 | 6 |
| " " 4 " | 89 | 0 |
| " " 6 " | 91 | 0 |
| " " 8 " | 93 | 0 |
| " " 10 " | 95 | 0 |
| " " 12 " | 97 | 6 |
| Principal Matron | 107 | 6 |
| " " after 2 years or with 19 years' service | 111 | 0 |
| " " " 4 " " " 21 " " | 114 | 0 |
| " " " 6 " " " 23 " " | 117 | 6 |
| " " " 8 " " " 25 " " | 120 | 6 |
| Matron-in-Chief | 172 | 6 |
| Naval Nursing Auxiliaries Officer | 71 | 0 |

## II. ALLOWANCES

### (i) RELATIVE RANK

The following table shows the relative Naval rank of Officers, so far as rates of allowances are concerned:—

| *Royal Marine Officers (General List)* | *Relative Naval Rank* |
|---|---|
| Second Lieutenant | Midshipman |
| Acting Lieutenant | Acting Sub-Lieutenant |
| Lieutenant on Promotion | Sub-Lieutenant |
| Lieutenant after one year | Lieutenant |
| Captain | Lieutenant-Commander |
| Major | Commander |

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### (i) RELATIVE RANK—*continued*

| | |
|---|---|
| Lieutenant-Colonel | Captain of under 6 years |
| Colonel | Captain of 6 years |
| Major-General | Rear-Admiral |
| Lieutenant-General | Vice-Admiral |
| General | Admiral |

*Note.*—A Brigadier receives Colonel's allowances.

| *Royal Marines Special Duties List Officers* | *Relative Naval Rank (Special Duties List)* |
|---|---|
| Second Lieutenant | Sub-Lieutenant |
| Lieutenant | Lieutenant |
| Captain | Lieutenant-Commander |
| Major | Commander |

| *Chaplains of all denominations* | *Relative Naval Rank* |
|---|---|
| Under 6 years' seniority | Lieutenant |
| Of and over 6 years' seniority | Lieutenant-Commander |
| ,, ,, ,, 14 ,, ,, | Commander |
| Of and over 22 years' seniority | Captain of under 6 years |
| ,, ,, ,, 28 ,, ,, | Captain of 6 years |
| Chaplain of the Fleet | Rear-Admiral |

The above table applies to permanent active list R.N. Chaplains and to Permanent R.N.R. Chaplains In the case of retired Chaplains re-employed and temporary Chaplains, the same table applies with the substitution of the words "paid service" for "seniority."

*W.R.N.S. Officers*

| *Rank* | *Relative Naval Rank* |
|---|---|
| Third Officer | Sub-Lieutenant |
| Second Officer | Lieutenant |
| First Officer | Lieutenant-Commander |
| Chief Officer | Commander |
| Superintendent | Captain |
| Director | Commodore |

*Q.A.R.N.N.S.*

| *Rank* | *Relative Naval Rank* |
|---|---|
| Nursing Sister | Sub-Lieutenant |
| Senior Nursing Sister | Lieutenant |
| Superintendent Sister/Matron | Lieutenant-Commander |
| Principal Matron | Commander |
| Matron-in-Chief | Commodore |

### (ii) ENTERTAINING ALLOWANCE

Payable to Officers in Command at the following daily rates:—

| | |
|---|---|
| Captain in Command of seagoing ship | 12s. 0d. or 9s. 0d. |
| ,, ,, ,, ,, shore establishment | 9s. 0d. or 6s. 0d. |
| Commander in Command of seagoing ship | 6s. 0d. |
| ,, ,, ,, ,, shore establishment | 5s. 6d. or 6s. 0d. |

### (iii) MEDICAL OFFICERS' CONSULTANT PAY

Medical Officers appointed as Consultants will receive Consultant Pay as follows—

| | |
|---|---|
| On appointment | 22s. 0d. a day |
| After 5 years | 27s. 0d. a day |
| After 10 years | 32s. 0d. a day |

### (iv) MEDICAL OFFICERS' DIPLOMA PAY

Non-Specialist Medical Officers below the rank of Surgeon-Captain and in possession of certain diplomas are eligible by nomination for diploma pay of 4s. per day.

### (v) MEDICAL AND DENTAL OFFICERS' SPECIALIST PAY

Medical and Dental Officers nominated as Senior Specialist or Specialist receive Specialist pay at the rate of 16s. and 6s. a day respectively.

### (vi) QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

| *Specialist Allowance* | *Daily Rate* |
|---|---|
| For certain specialist duties | s. d. 6 0 or 3 0 |
| or under certain circumstances | 1 6 |

### (vii) PILOTAGE MONEY

Pilotage Money at rates embodied in an authorised scale approved by the Ministry of Defence is payable to Officers at Home and Abroad for pilotage of H.M. Ships and Vessels at certain ports, channels, etc., classified as being difficult of access.

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### (viii) MARRIAGE ALLOWANCE

Subject to detailed conditions laid down in Regulations, all married Officers, except Acting Midshipmen (University Cadets), are eligible for Marriage Allowance, payable continuously at the following rates:—

(*a*) *Married Officers aged 25 and over*:—

| *Rank and equivalent rank* | *Daily Rates* Scale A s. d. | Scale B s. d. |
|---|---|---|
| Rear Admirals and above | 41 0 | 38 0 |
| Commodores; Captains with 6 years service | 35 6 | 32 6 |
| Captains with less than 6 years service; Commanders | 32 0 | 29 0 |
| Lieutenant-Commanders | 28 6 | 25 6 |
| Lieutenants and below | 26 0 | 23 0 |

Scale "A" rates are payable to Officers other than those in categories (1), (2), (3) and (4) below, for whom scale "B" rates are payable:—

(1) Officers provided with official quarters for their families at home or abroad, and during the voyage period, Officers whose families are provided with passages to and from stations abroad at public expense.

(2) Officers receiving a married accompanied rate of Local Overseas Allowance or Station Allowance.

(3) Officers accompanied abroad by their families or married locally, in an area where no Local Overseas Allowance of Station Allowance has been fixed.

(4) R.N. (Retired), R.N. (Emergency List) and Reserve Officers undergoing training or re-employed for periods of less than six months. (Reserve Officers undergoing training for periods of less than 72 hours are not eligible for Marriage Allowance)

(*b*) *Married Officers under* 25:—a marriage allowance of 113s. 9d. a week.

(*c*) *Women Officers* who are widows with a child or children are eligible for marriage allowance at the same rates and under the same conditions as widower naval Officers.

## III. HALF PAY

Officers will be discharged to Half Pay in the following circumstances:—

(*a*) When dismissed their ships as a result of a sentence by Court Martial or when relieved by order of the Defence Council or Admiralty Board on account of misconduct otherwise than as a result of sentence by a Court Martial.

(*b*) In special cases for disciplinary reasons as the Defence Council or Admiralty Board may direct.

Officers (except Admirals of the Fleet) discharged to Half Pay will receive half the rate of Full Pay and half the rate of Marriage Allowance to which their rank and seniority, as reduced by any sentence of a Court Martial, entitle them, except that where they are holding acting higher, or temporary rank, the Half Pay rate will be based on the rates appropriate to their substantive rank.

The rate of Half Pay for an Admiral of the Fleet when further naval employment is not contemplated is £4,050 a year.



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# RATES OF PAY AND MARRIAGE ALLOWANCE FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

The basic rates of pay in all branches depend on the period for which a man is committed to serve. Those on engagements for periods of nine years or more will receive the "Standard rate of pay," those serving for less than nine years will receive the lower "seven year rate of pay." In deciding which scale a man is to receive account is taken of their previous service rendered. Pay also varies according to the qualifications held, the classification being denoted alphabetically in the following tables.

## NAVAL RATINGS

### JUNIORS AND APPRENTICES AND EQUIVALENT RANKS (ROYAL MARINES)

| | Daily Rates s. d. |
|---|---|
| (*a*) *Entered prior to 1st September 1963.*— | |
| *Juniors* | |
| Junior 2nd Class | 9 0 |
| „ 1st „ | 10 6 |
| „ at age 17 | 15 6 |
| *Apprentices* | |
| 1st year of training | 9 0 |
| 2nd „ „ „ | 10 6 |
| at age 17 | 15 6 |
| at age 17½ | 26 3 |
| (*b*) *Entered after 1st September 1963.*— | s. d. |
| 1st year of training | 9 0 |
| 2nd „ „ „ | 16 6 |
| 3rd „ „ „ | 21 3 |
| 4th „ „ „ | 22 3 |
| *Increments at:* | |
| Age 17 years | 3 0 |
| „ 18 „ | 3 6 |
| (*c*) *Mechanician Apprentices.*— | |
| 1st year of training | 26 3 |
| 2nd „ „ „ | 28 3 |

### SEAMAN BRANCH

**Seven Year Rate of Pay**

| | Daily Rates Pay Classification C | B | A |
|---|---|---|---|
| | s. d. | s. d. | s. d. |
| Ordinary Seaman | | | 20 9 |
| Able Seaman | | 23 9 | 25 9 |
| Leading Seaman | 32 3 | 33 3 | 34 3 |
| Petty Officer | 40 3 | 41 6 | 42 9 |
| Chief Petty Officer | 46 3 | 47 6 | 48 9 |

**Standard Rate of Pay**

| | s. d. | s. d. | s. d. |
|---|---|---|---|
| Ordinary Seaman | | | 26 3 |
| Able Seaman | | 29 3 | 31 3 |
| Leading Seaman | 37 9 | 38 9 | 39 9 |
| Petty Officer | 45 9 | 47 0 | 48 3 |
| Chief Petty Officer | 51 9 | 53 0 | 54 3 |

### OTHER BRANCHES (EXCEPT AIRCREW, ARTIFICERS, MECHANICIANS, MEDICAL TECHNICIANS AND ARTISANS)

**Seven Year Rate of Pay**

| | Daily Rates Pay Classification B | A |
|---|---|---|
| | s. d. | s. d. |
| Ordinary Rating | | 20 9 |
| Able Rating | 23 9 | 25 9 |
| Leading Rating | 32 3 | 34 3 |
| Petty Officer | 40 3 | 42 9 |
| Chief Petty Officer | 46 3 | 48 9 |

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**Standard Rate of Pay**

| | s. d. | s. d. |
|---|---|---|
| Ordinary Rating | | 26 3 |
| Able Rating | 29 3 | 31 3 |
| Leading Rating | 37 9 | 39 9 |
| Petty Officer | 45 9 | 48 3 |
| Chief Petty Officer | 51 9 | 54 3 |

**AIRCREWMEN**

**Standard Rate of Pay**

| | s. d. |
|---|---|
| Aircrewman I (C.P.O.) | 54 3 |

*Note.*—In addition to above basic rates, Aircrewmen will receive S.S.P.(F).

**ARTIFICERS**

**Seven Year Rate of Pay**

| | *Daily Rates* | | | |
|---|---|---|---|---|
| | *Basic Pay* B | *Basic Pay* A | *Trade Pay* | *Charge Pay* |
| | s. d. | s. d. | s. d. | s. d. |
| 3rd Class (Leading) | 32 3 | | | |
| Acting 2nd Class (Acting P.O.) | 40 3 | | 3 0 | |
| 2nd Class (P.O.) | | 42 9 | 3 6 | |
| 1st Class (C.P.O.) | 46 3 | | 3 6 | |
| After 2 years | | 48 9 | 4 0 | |
| „ 4 „ | | 48 9 | 5 6 | |
| „ 6 „ | | 48 9 | 6 6 | |
| Chief Artificer | | 48 9 | 7 6 | 3 6 |

**Standard Rate of Pay**

| | | | | |
|---|---|---|---|---|
| 3rd Class (Leading) | 37 9 | | | |
| Acting 2nd Class (Acting P.O.) | 45 9 | | 3 0 | |
| 2nd Class (P.O.) | | 48 3 | 3 6 | |
| 1st Class (C.P.O.) | 51 9 | | 3 6 | |
| After 2 years | | 54 3 | 4 0 | |
| „ 4 „ | | 54 3 | 5 6 | |
| „ 6 „ | | 54 3 | 6 6 | |
| Chief Artificer | | 54 3 | 7 6 | 3 6 |

**MECHANICIANS. MEDICAL TECHNICIANS**

**Seven Year Rate of Pay**

| | *Daily Rates* | | | |
|---|---|---|---|---|
| | *Basic Pay* B | *Basic Pay* A | *Trade Pay* | *Charge Pay* |
| | s. d. | s. d. | s. d. | s. d. |
| 5th Class (Able) | | 25 9 | | |
| Acting 4th Class (Acting Leading) | 32 3 | | 1 0 | |
| 4th Class (Leading) | | 34 3 | 1 0 | |
| 3rd Class (P.O.) | 40 3 | | 2 6 | |
| 2nd Class (P.O.) | | 42 9 | 3 0 | |
| 1st Class (C.P.O.) | 46 3 | | 3 6 | |
| After 2 years | | 48 9 | 4 0 | |
| „ 4 „ | | 48 9 | 5 6 | |
| „ 6 „ | | 48 9 | 6 6 | |
| Chief Mechanician, Chief Medical Technician | | 48 9 | 7 6 | 3 6 |

**Standard Rate of Pay**

| | | | | |
|---|---|---|---|---|
| 5th Class (Able) | | 31 3 | | |
| Acting 4th Class (Acting Leading) | 37 9 | | 1 0 | |
| 4th Class (Leading) | | 39 9 | 1 0 | |
| 3rd Class (P.O.) | 45 9 | | 2 6 | |
| 2nd Class (P.O.) | | 48 3 | 3 0 | |
| 1st Class (C.P.O.) | 51 9 | | 3 6 | |
| After 2 years | | 54 3 | 4 0 | |
| „ 4 „ | | 54 3 | 5 6 | |
| „ 6 „ | | 54 3 | 6 6 | |
| Chief Mechanician, Chief Medical Technician | | 54 3 | 7 6 | 3 6 |

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# RATES OF PAY AND MARRIAGE ALLOWANCE FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## ARTISANS (BLACKSMITH, JOINER, PAINTER, PLUMBER)

### Standard Rate of Pay

| | *Daily Rates* B | A |
|---|---|---|
| | s. d. | s. d. |
| 5th Class (Able) | 31 3 | |
| Acting 4th Class (Leading) | 37 9 | |
| 4th Class (Leading) | | 39 9 |
| 3rd, 2nd and 1st Class (P.O.) | | 48 3 |
| Chief Artisan (C.P.O.) | | 54 3 |

## ROYAL NAVAL SHORE WIRELESS SERVICE

### Standard Rate of Pay

| | *Daily Rates* B | A |
|---|---|---|
| | s. d. | s. d. |
| Radio Communications Operator 2nd Class | 29 3 | |
| " " " 1st Class | | 31 3 |
| Leading Radio Communications Operator | 37 9 | |
| " " " (Passed for P.O.) | | 39 9 |
| Radio Communication Supervisor | 45 9 | 48 3 |
| Chief Radio Communications Supervisor | 51 9 | |

## WOMEN'S ROYAL NAVAL SERVICE

| | *Daily Rates* B | A |
|---|---|---|
| | s. d. | s. d. |
| Wren Ordinary Rating | | 14 9 |
| Wren Able Rating | 17 3 | 19 9 |
| Leading Wren | 24 3 | 26 9 |
| Petty Officer | 31 3 | 33 3 |
| Chief Wren | 37 3 | 38 9 |

## Q.A.R.N.N.S. AUXILIARY SECTION

| | *Daily Rates* B | A |
|---|---|---|
| | s. d. | s. d. |
| Probationary Naval Nurse | | 14 9 |
| Naval Nurse | 17 3 | 19 9 |
| Senior Naval Nurse | 24 3 | 26 9 |
| Assistant Head Naval Nurse | 31 3 | 33 3 |
| Head Naval Nurse | 37 3 | 38 9 |

## ROYAL MARINES, GENERAL DUTY BRANCH

### Seven Year Rate of Pay

| | *Daily Rate Pay Classification* C | B | A |
|---|---|---|---|
| | s. d. | s. d. | s. d. |
| Marine 2nd Class | | | 20 9 |
| " 1st Class | | 23 9 | 25 9 |
| Corporal | 32 3 | 33 3 | 34 3 |
| Sergeant | 40 3 | 41 6 | 42 9 |
| Colour Sergeant | 46 3 | 47 6 | 48 9 |

### Standard Rate of Pay

| | | | |
|---|---|---|---|
| Marine 2nd Class | | | 26 3 |
| " 1st Class | | 29 3 | 31 3 |
| Corporal | 37 9 | 38 9 | 39 9 |
| Sergeant | 45 9 | 47 0 | 48 3 |
| Colour Sergeant | 51 9 | 53 0 | 54 3 |
| Quarter Master Sergeant | | | 58 3 |
| Regimental Sergeant Major | | | 61 3 |

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## ROYAL MARINE MUSICIANS

### Seven Year Rate of Pay

| | Daily Rates Pay Classification C | B | A |
|---|---|---|---|
| | s. d. | s. d. | s. d. |
| Musician 2nd Class | | | 20 9 |
| Musician 1st Class | | 23 9 | 25 9 |
| Band Corporal | 32 3 | 33 3 | 34 3 |
| Band Sergeant | 40 3 | 41 6 | 42 9 |
| Bandmaster (Colour Sergeant) | 46 3 | 47 6 | 48 9 |

### Standard Rate of Pay

| | | | |
|---|---|---|---|
| Musician 2nd Class | | | 26 3 |
| Musician 1st Class | | 29 3 | 31 3 |
| Band Corporal | 37 9 | 38 9 | 39 9 |
| Band Sergeant | 45 9 | 47 0 | 48 3 |
| Bandmaster (Colour Sergeant) | 51 9 | 53 0 | 54 3 |
| Staff Bandmaster (Quartermaster Sergeant) | | | 58 3 |

## ROYAL MARINES—TECHNICAL BRANCH (TRADESMEN AND NON-TRADESMEN)

### Seven Year Rate of Pay

| | | | |
|---|---|---|---|
| Marine 1st Class | | 23 9 | 25 9 |
| Corporal | 32 3 | 33 3 | 34 3 |
| Sergeant | | 41 6 | 42 6 |
| Colour Sergeant | | 47 6 | 48 9 |

### Standard Rate of Pay

| | | | |
|---|---|---|---|
| Marine 1st Class | | 29 3 | 31 3 |
| Corporal | 37 9 | 38 9 | 39 9 |
| Sergeant | | 47 0 | 48 3 |
| Colour Sergeant | | 53 0 | 54 3 |
| Quartermaster Sergeant | | | 58 3 |
| Regimental Sergeant Major | | | 61 3 |

### TECHNICIAN PAY

**To members of the Artificer (Vehicle) and Radio Technical (Light) categories only:—**

| | s. d. |
|---|---|
| Marine 1st Class | 3 0 |
| Corporal | 3 6 |
| Sergeant | 3 6 |
| Colour Sergeant | 4 6 |
| Quartermaster Sergeant / Regimental Sergeant Major | 6 0 |

## ROYAL MARINE BUGLERS

### Standard Rate of Pay

| | Daily Rates Pay Classification C | B | A |
|---|---|---|---|
| | s. d. | s. d. | s. d. |
| Bugler 2nd Class | | | 26 3 |
| Bugler 1st Class | | 29 3 | 31 3 |
| Corporal Bugler | 37 9 | 38 9 | 39 9 |
| Sergeant Bugler | 45 9 | 47 0 | 48 3 |
| Colour Sergeant Bugler | 51 9 | 53 0 | 54 3 |

### Seven Year Rate of Pay

| | | | |
|---|---|---|---|
| Bugler 2nd Class | | | 20 9 |
| Bugler 1st Class | | 23 9 | 25 9 |
| Corporal Bugler | 32 3 | 33 3 | 34 3 |
| Sergeant Bugler | 40 3 | 41 6 | 42 9 |
| Colour Sergeant Bugler | 46 3 | 47 6 | 48 9 |

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# 14 RATES OF PAY AND MARRIAGE ALLOWANCE FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## LENGTH OF SERVICE PAY

Length of Service pay is payable in addition to basic pay. Payment is based on man's/woman's time at the daily rates shown below:—

**Ratings and Other Ranks Royal Marines**

| | *After 9 years* s. d. | *After 14 years* s. d. | *After 18 years* s. d. |
|---|---|---|---|
| Able Rate | 2 0 | | |
| Leading | 2 6 | 2 6 | |
| P.O. | 4 0 | 3 6 | 1 0 |
| C.P.O. Q.M.S., R.M. R.S.M., R.M. | 4 0 | 4 6 | 3 0 |

**Women's Services W.R.N.S. and Q.A.R.N.N.S.**

| | s. d. |
|---|---|
| All ratings (including Ordinary) after 3 and 6 years service | 3 0 |
| Able rating after 9 and 12 years service | 3 0 |
| Leading rating after 9, 12 and 15 years service | 3 0 |
| Petty Officer and Chief after 9, 12, 15 and 18 years service | 3 0 |

## MARRIAGE ALLOWANCE

**Ratings and Other Ranks**

Scale "A" will be paid to those personnel who are entitled to married quarters or hirings but are not provided with either; Scale "B" will be paid to those personnel provided with married quarters or hirings or otherwise currently ineligible for O.Q.A. The new weekly rates are:—

| | *Marriage Allowance* Scale "A" s. d. | *Weekly Rate* *Marriage Allowance* Scale "B" s. d. | *Qualifying Allotment (inclusive of Marriage Allowance)* s. d. |
|---|---|---|---|
| Regimental Sergeant Major, R.M. | 134 9 | 113 9 | 140 0 |
| Quarter Master Sergeants, R.M. | 134 9 | 113 9 | 140 0 |
| Chief Petty Officers, R.N. | 117 3 | 96 3 | 119 0 |
| Colour Sergeants, R.M. | 117 3 | 96 3 | 119 0 |
| Petty Officers, R.N. | 112 0 | 91 0 | 115 6 |
| Sergeants, R.M. | 112 0 | 91 0 | 115 6 |
| Leading Ratings, R.N. and below | 98 0 | 77 0 | 84 0 |
| Corporals, R.M. and below | 98 0 | 77 0 | 84 0 |

Juniors and Apprentices who are married are entitled to Marriage Allowance of 56s. 0d. a week irrespective of age, subject to making a Qualifying Allotment according to their daily rate of pay as follows:—

| *Daily Rate of Pay* s. d. | *Marriage Allowance* s. d. | *Qualifying Allotment* s. d. |
|---|---|---|
| 9 0 | 56 0 | 10 6 |
| 10 6 | | 17 6 |
| 15 6 | | 21 0 |

W.R.N.S. and Q.A.R.N.N.S. (Auxiliary Section) who are widows with a child or children and who have not remarried are eligible for Marriage Allowance as under:—

| | *Marriage Allowance* Scale "A" s. d. | Scale "B" s. d. | *Qualifying Allotment (inclusive of Marriage Allowance)* s. d. |
|---|---|---|---|
| Leading Wren and below | 98 0 | 77 0 | 77 0 |
| Petty Officer Wren | 112 0 | 91 0 | 98 0 |
| Chief Wren | 117 3 | 96 3 | 101 6 |

## ALLOWANCES COMMON TO OFFICERS AND RATINGS

### I. SPECIAL SERVICE PAY

Personnel employed on various forms of special service are eligible for the following additional daily rate of pay:—

A. FLYING

(1) *Pilots and Observers other than R.M. Unit Light Aircraft Helicopter Pilots.* (*R.N. and equivalent ranks R.M.*)

| *Up to 47th birthday* | |
|---|---|
| Midshipman, Acting Sub Lieutenant | 21 6 |
| Sub-Lieutenant | 23 6 |
| Lieutenant, Lieutenant Commander and Commander | 25 6 |
| Captain (up to and including Captain after 6 years) | 18 6 |
| Captain after 8 years | 14 6 |
| Age 47, Ranks up to and including Commander | 20 0 |
| Age 48, Ranks up to and including Commander | 20 0 |

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| | s. | d. |
|---|---|---|
| Age 49, Ranks up to and including Commander | 15 | 0 |
| Age 50, Ranks up to and including Commander | 15 | 0 |
| Age 51, Ranks up to and including Commander | 10 | 0 |
| Age 52, Ranks up to and including Commander | 10 | 0 |
| Age 53 and over, Ranks up to and including Commander | 5 | 0 |
| Age 47, Captain (up to and including Captain after 6 years) | 13 | 0 |
| Age 48, Captain (up to and including Captain after 6 years) | 13 | 0 |
| Age 49, Captain (up to and including Captain after 6 years) | 10 | 0 |
| Age 50, Captain (up to and including Captain after 6 years) | 10 | 0 |
| Age 51, Captain (up to and including Captain after 6 years) | 7 | 0 |
| Age 52, Captain (up to and including Captain after 6 years) | 7 | 0 |
| Age 53 and over, Captain (up to and including Captain after 6 years) | 5 | 0 |
| Age 47, Captain after 8 years | 10 | 0 |
| Age 48, Captain after 8 years | 10 | 0 |
| Age 49, Captain after 8 years | 7 | 0 |
| Age 50, Captain after 8 years | 7 | 0 |
| Age 51, Captain after 8 years | 7 | 0 |
| Age 52, Captain after 8 years | 7 | 0 |
| Age 53 and over, Captain after 8 years | 5 | 0 |
| (2) *Royal Marine Unit Light Aircraft Helicopter Pilots* | | |
| Lieutenant R.M. after 1 year / Captain R.M. / Major R.M. during 2nd and subsequent tours of Flying Duty | 25 | 6 |
| Lieutenant R.M. on promotion during 2nd and subsequent tours of Flying Duty | 23 | 6 |
| Lieutenant Colonel R.M. during 2nd and subsequent tours of Flying Duty | 18 | 6 |
| Major R.M. and ranks down to and including 2nd Lieutenant R.M. during 1st tour of Flying Duty | 17 | 6 |
| Quartermaster Sergeant R.M. during 2nd and subsequent tours of Flying Duty | 16 | 6 |
| Colour Sergeant R.M. during 2nd and subsequent tours of Flying Duty | 14 | 6 |
| Sergeant R.M. during 2nd and subsequent tours of Flying Duty | 11 | 6 |
| Quartermaster Sergeant R.M. and below during first tour of Flying Duty | 9 | 0 |
| (3) *Rating Aircrew* | | |
| Petty Officer and below | 9 | 6 |
| Chief Petty Officer (other than Aircrewman I) | 11 | 6 |
| Chief Petty Officer (Aircrewman I) | 14 | 6 |
| (4) *Flying Training Rates* | | |
| Pilots (other than R.M. Unit Light Aircraft Helicopter Pilots) during the first half of flying training; Observers; Rating Aircrew | 7 | 0 |
| Pilots (other than R.M. Unit Light Aircraft Helicopter Pilots) during the second half of flying training | 10 | 6 |
| R.M. Unit Light Aircrew Helicopter Pilots (throughout flying training) | 7 | 0 |

## B. SUBMARINES

| | | |
|---|---|---|
| Midshipman, Leading Rating and below Petty Officer | 7 | 0 |
| Petty Officer | 9 | 0 |
| Chief Petty Officer, Acting Sub-Lieutenant / Sub-Lieutenant | 11 | 0 |
| Lieutenant, Lieutenant Commander / Commander | 13 | 0 |

## C. SURVEYING

| | | |
|---|---|---|
| Asst. Surveyor 4th Class, Survey Recorder* | 2 | 0 |
| Asst. Surveyor 3rd Class, Survey Recorder 2 | 4 | 0 |
| Asst. Surveyor 2nd Class, Survey Recorder 1 | 6 | 0 |
| Asst. Surveyor 1st Class | 8 | 0 |
| Lieutenant or Lieutenant Commander in charge of Survey | 10 | 0 |
| Commander or Captain in charge of Survey | 16 | 0 |

## D. PARACHUTE AND PARACHUTE TRAINING

| | | |
|---|---|---|
| All personnel | 7 | 6 |

## E. DIVING

| | | |
|---|---|---|
| Shallow Water Diver not qualified as Ship's Diver. All personnel | 2 | 0 |
| Ship's Diver. All personnel / Diver 2 and Diver 3 / Artificer Diver | 4 | 0 |
| Diver 1. Q.D.D. Officer | 8 | 0 |
| Clearance Diver* / Clearance Diver 2 | 12 | 0 |
| Clearance Diver 1 / M.C.D. Officer | 14 | 0 |

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# RATES OF PAY AND MARRIAGE ALLOWANCE FOR NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## II. RESPONSIBILITY ALLOWANCE (AR)

From 1st April, 1964 the daily rates of Responsibility Allowance payable under the provisions of B.R. 1950 Art. 487 will be:—

| | s. | d. |
|---|---|---|
| Commodores and Captains in appointments complemented for those ranks without alternative | 16 | 0 |
| Captains in appointments complemented for the alternative ranks of Captain or Commander | 12 | 0 |
| Commanders in appointments complemented for the alternative ranks of Captain or Commander | 10 | 0 |
| Commanders in appointments complemented for this rank without alternative .. .. | 10 | 0 |
| Commanders and Lieutenant-Commanders in appointments complemented for the alternative ranks of Commander or Lieutenant-Commander .. .. .. .. .. .. .. | 8 | 0 |
| Other Lieutenant-Commanders and Lieutenants .. .. .. .. .. .. .. | 6 | 0 |
| Sub-Lieutenants and below; Chief Skippers and Skippers .. .. .. .. .. .. .. | 4 | 0 |

The normal daily rate of Entertaining Allowance for officers receiving 10s. a day Responsibility Allowance will be 6s. (B.R. 1950 Article 453).

## III. LODGING ALLOWANCE

Personnel for whom accommodation cannot be provided on board H.M. Ships, or in Naval or R.M. Barracks, or in service quarters generally, are eligible under certain conditions for Lodging Allowance.

## IV. RATION ALLOWANCE

Ration Allowance is payable under certain conditions to personnel entitled to service victualling who cannot be so victualled. The current rate is 6s. 10d. a day in the British Isles; abroad the rate varies according to station.

## V. LONDON ALLOWANCE

Personnel whose place of duty is within ten miles of Charing Cross, and who are not provided with accommodation at public expense, will be entitled to London Allowance as a supplement to lodging allowance or marriage allowance.

## VI. LOCAL OVERSEAS ALLOWANCE

Local Overseas Allowance is designed to compensate personnel for the extra cost of living overseas. Conditions of issue together with rates appropriate to the station are promulgated separately.

## VII. HARD LYING MONEY

Payable to personnel whilst living and sleeping in ships employed on mainly sea service, at full rates when the living and sleeping conditions are not superior to those in a trawler, and at half rates when the conditions are superior to those in a trawler but markedly inferior to those in a destroyer.

The rates are as follows:—

| Rank | *Daily Rates* *Full Rates* s. | d. | *Half Rates* s. | d. |
|---|---|---|---|---|
| Lieutenant, R.N., and above, and relative ranks .. .. .. .. .. .. | 4 | 0 | 2 | 0 |
| Sub-Lieutenant, Acting Sub-Lieutenant, Midshipman, Cadet, Lieutenants and Sub-Lieutenants on the Special Duties List .. .. .. .. .. .. .. | 3 | 0 | 1 | 6 |
| Sergeant Major, R.M., Chief Petty Officer and below .. .. .. .. .. | 2 | 0 | 1 | 0 |

Hard Lying Money is not payable to Officers in receipt of SSP(SV) whether at home or abroad, but officers serving in ships of a class which qualify for full rates of Hard Lying Money may be paid this allowance in lieu of SSP(SV) where it is to their advantage.

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## SECTION I

## SERVICE RETIRED PAY FOR PERMANENT OFFICERS OF THE ROYAL NAVY AND ROYAL MARINES

(*Note.*—On and after 1st April, 1964, the powers conferred on the Admiralty by relevant Orders in Council are exercisable by, or on behalf of, the Secretary of State for Defence.)

1. *Scope of Regulations.* The provisions of this Section relate with effect from 1st April, 1966, to officers holding permanent or 16-year pensionable commissions in the Royal Navy or Royal Marines, and officers transferred to the Royal Navy, from the Royal Naval Reserve or the former Royal Naval Volunteer Reserve, officers of the former Air Branch eligible for retired pay, and officers on the Supplementary List who have been granted pensionable or permanent commissions, who retire from the active list on or after 1st February, 1966. Subject to the provisions of the Forfeiture Act, 1870, and the Admiralty Pensions Act, 1921, they relate also to retired officers whose commissions are terminated or whose names are removed from the List of Retired Officers because of misconduct. They do not apply to officers holding temporary or short service commissions or officers on the Supplementary List who have not been granted pensionable or permanent commissions. Nor do they apply to regular seamen granted temporary Special Duties or Branch or Warrant rank before 1st December, 1951, who are eligible for retired pay under previous codes and who, on retirement on or after 1st February, 1966, will be awarded pensions under the regulations for ratings unless previous provisions for the award of retired pay are more favourable.

2. *Retirement for age or non-employment.* An officer retiring on or after attaining the age limit fixed for service in his rank and branch, or, it having been decided that further employment is not available for him, retired compulsorily before attaining that age limit, may be granted retired pay, provided that, unless the special provisions set out in paragraph 6 are relevant, he has completed at least 16 years' reckonable service as defined in paragraphs 27 to 31 below. In the event of eligibility for full pay continuing after formal retirement, the award will take effect from the day following that in respect of which full pay was last payable.

3. *Rank.* The rate of retired pay will be based on the officer's rank for retired pay purposes, as defined in paragraphs 22 to 26, and on the length of his reckonable service calculated in accordance with paragraph 31.

4. *Rates of retired pay.* Subject to the provisions of this Section, retired pay may be awarded at the following rates:—

**(a) General List, Special Duties List, Medical, Dental and Instructor Officers**

| *Years of Reckonable Service* | *Sub-Lieutenant, R.N.; Second Lieutenant R.M.* | *Lieutenant R.N. and R.M.** | *Lieutenant-Commander R.N. Captain, R.M.* | *Commander R.N. Major, R.M.* |
|---|---|---|---|---|
| | *£ per year* | *£ per year* | *£ per year* | *£ per year* |
| 16 | 450 | 610 | 710 | 855 |
| 17 | 478 | 640 | 745 | 900 |
| 18 | 506 | 665 | 785 | 945 |
| 19 | 534 | 690 | 820 | 990 |
| 20 | 562 | 715 | 850 | 1,030 |
| 21 | 575 | 735 | 885 | 1,065 |
| 22 | 588 | 755 | 915 | 1,100 |
| 23 | 601 | 775 | 945 | 1,140 |
| 24 | 614 | 790 | 975 | 1,175 |
| 25 | 627 | 800 | 1,000 | 1,205 |
| 26 | 640 | 810 | 1,025 | 1,240 |
| 27 | 653 | 820 | 1,050 | 1,270 |
| 28 | 666 | 835 | 1,080 | 1,305 |
| 29 | 679 | 845 | 1,105 | 1,335 |
| 30 | 692 | 860 | 1,130 | 1,365 |
| 31 | 705 | 875 | 1,150 | 1,395 |
| 32 | 718 | 885 | 1,170 | 1,425 |
| 33 | 731 | 900 | 1,190 | 1,455 |
| 34 | 744 | 910 | 1,205 | 1,480 |

* Lieutenants (Careers Service) may also be awarded retired pay at the rates shown in this column, but if retired pay is awarded in accordance with paragraph 12(b), it will be assessed at the rate for Quartermaster-Sergeant, R.M.

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| *Years Reckonable Service* | *Captain, R.N. with less than six years' service in the rank; Lieutenant-Colonel, R.M.* | *Captain, R.N., after six years' service in the rank; Colonel, R.M.* | *Rear-Admiral; Major-General, R.M.* | *Vice-Admiral; Lieutenant-General, R.M.* | *Admiral; General, R.M.* |
|---|---|---|---|---|---|
| | *£ per year* | *£ per year* | *£ per year* | *£ per year* | *£ per year* |
| 18 | 1,205 | | | | |
| 19 | 1,250 | | | | |
| 20 | 1,295 | | | | |
| 21 | 1,340 | | | | |
| 22 | 1,385 | 1,590 | | | |
| 23 | 1,430 | 1,635 | | | |
| 24 | 1,475 | 1,680 | 1,880 | | |
| 25 | 1,520 | 1,725 | 1,950 | | |
| 26 | 1,565 | 1,770 | 2,020 | | |
| 27 | 1,605 | 1,820 | 2,095 | 2,270 | |
| 28 | 1,645 | 1,865 | 2,165 | 2,360 | |
| 29 | 1,685 | 1,910 | 2,235 | 2,445 | |
| 30 | 1,725 | 1,955 | 2,305 | 2,535 | 2,990 |
| 31 | 1,765 | 2,000 | 2,380 | 2,620 | 3,100 |
| 32 | 1,800 | 2,045 | 2,450 | 2,710 | 3,210 |
| 33 | 1,840 | 2,085 | 2,520 | 2,800 | 3,320 |
| 34 | 1,880 | 2,125 | 2,590 | 2,885 | 3,430 |

(b) **Chaplains**

| *Years of Reckonable Service* | *Chaplains* | *Principal Chaplains* | *Chaplain of the Fleet* |
|---|---|---|---|
| | *£ per year* | *£ per year* | *£ per year* |
| 16 | 710 | 780 | |
| 17 | 745 | 815 | |
| 18 | 790 | 860 | |
| 19 | 820 | 890 | |
| 20 | 850 | 920 | |
| 21 | 855 | 955 | |
| 22 | 915 | 985 | 1,665 |
| 23 | 975 | 1,050 | 1,720 |
| 24 | 1,045 | 1,115 | 1,780 |
| 25 | 1,115 | 1,185 | 1,835 |
| 26 | 1,180 | 1,250 | 1,895 |
| 27 | 1,250 | 1,320 | 1,955 |
| 28 | 1,320 | 1,390 | 2,015 |
| 29 | 1,385 | 1,455 | 2,075 |
| 30 | 1,450 | 1,520 | 2,135 |
| 31 | 1,520 | 1,590 | 2,195 |
| 32 | 1,590 | 1,660 | 2,250 |
| 33 | 1,660 | 1,730 | 2,300 |
| 34 | 1,730 | 1,800 | 2,355 |

5. *Interpolation.* When an officer's reckonable service exceeds a given number of years (up to and including 33 years) by one or more complete quarters of a year, his retired pay will be increased by that number of quarters of the difference between the rate for the number of years completed and the rate that would have been awarded had a further complete year been served.

6. *Late entrants*

(*a*) If an officer was appointed to a permanent commission before 1st April, 1960, at an age later than that of the normal entrant and, in consequence of his late entry, has not completed sixteen years' reckonable service at the time of compulsory retirement for age or non-employment, as provided in this Section, retired pay may nevertheless be granted at the discretion of the Ministry of Defence provided he has completed at least 15 years' qualifying service.

(*b*) Retired pay will be awarded at the rate appropriate to 16 years' reckonable service with one deduction at the appropriate rate shown below for each year, and proportionately by quarters of a year, by which his reckonable service is less than 16 years:—

| | *£ a year* |
|---|---|
| Lieutenant .. .. .. | 26 |
| Lieutenant-Commander .. | 35 |
| Commander .. .. .. | 42 |

7. *Voluntary Retirement.* An Officer with at least 16 years' reckonable service who retires at his own request on or after reaching the age of 40 years and before reaching the age of 50 years may be granted retired pay at the rates set out in paragraphs 4 and 5 abated by 7½ per cent. At other ages the retired pay will be as indicated in paragraphs 4 and 5. Officers transferred from the Reserves or from temporary service or while holding Supplementary List or Short Service commissions will not be eligible for retired pay on voluntary retirement unless they have in addition rendered five years' service from the date of transfer to the permanent list or to a pensionable commission.

8. *Invaliding*

(*a*) An Officer with at least 16 years' reckonable service will, on invaliding, be granted retired pay at the tes set out in paragraphs 4 and 5.

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(*b*) An Officer who has not given 16 years' reckonable service but has completed ten years' qualifying service will also be awarded retired pay on invaliding. The rate of retired pay will be calculated by making deductions from the rate appropriate to 16 years' reckonable service for each year by which his reckonable service falls short of 16 years. The deductions will be as follows:—

| | £ *a year* |
|---|---|
| Sub-Lieutenants .. .. | 32 10s. |
| Lieutenants .. .. .. | 40 |
| Lieutenant-Commanders .. | 50 |
| Commanders .. .. .. | 55 |

Proportionate reductions will be made in respect of quarters of a year.

9. *Retirement for Incapacity, Unsuitability or Inefficiency*

(*a*) *Not within an officer's control.*—An officer who is retired for incapacity, unsuitability, or for inefficiency, not due to causes within his own control, and having at least 16 years' reckonable service, may be granted retired pay as for a compulsory retirement on account of non-employment.

(*b*) *Within an officer's control.*—An officer who is retired for incapacity, unsuitability or inefficiency due to causes within his own control, but not amounting to misconduct, and having at least 16 years' reckonable service, may be granted an award of retired pay at such rate as the Ministry of Defence may determine, but not in any event exceeding the rate which would have been admissible had he retired voluntarily.

10. *Retirement, etc. for misconduct*

(*a*) An officer who is retired for misconduct with at least 16 years' reckonable service, may be granted retired pay at such rate as the Ministry of Defence may determine, but not in any event exceeding 90 per cent of the rate of retired pay which would have been admissible had he retired at his own request.

(*b*) *Dismissal, etc.*—An officer with at least 16 years' reckonable service who is dismissed the Service or dismissed with disgrace by sentence of Court Martial or whose name has been removed from the List of Officers or who has been allowed to resign his commission to avoid trial by Court Martial, may be granted a compassionate allowance at Ministry of Defence discretion, but not in any event exceeding 90 per cent of the rate of retired pay which would have been admissible had he retired at his own request.

11. The Ministry of Defence may, in the exercise of their discretion under sub-paragraph 9(*b*) and paragraph 10, grant a gratuity, or compassionate gratuity, in place of retired pay or compassionate allowance.

12. *Special rules relating to officers promoted from the lower deck.*—An officer promoted to a permanent commission while serving on a normal regular engagement and who serves continuously until retired may be granted either:

(*a*) Retired pay under the conditions set out in this Section, provided, unless the officer is invalided, he has served for not less than 5 years on a permanent commission; or

(*b*) Retired pay under the current rules for the award of ratings' pensions.

## SECTION II
## TERMINAL GRANTS IN ADDITION TO SERVICE RETIRED PAY

13. Any officer retired from the active list on or after 1st February, 1966, and awarded retired pay under Section I may be awarded a terminal grant, in addition to his retired pay, under the following conditions:—

(*a*) The standard rate of grant will be three times the annual amount of the retired pay awarded.

(*b*) Except as provided in paragraph 47, an officer can qualify only once for a grant.

(*c*) The grant will be free of income tax.

14. A terminal grant under paragraph 13 shall not be admissible in the case of an officer to whom sub-paragraph 10(*b*) applies, but a tax-free compassionate grant not exceeding three times the annual amount of the compassionate allowance may be awarded at the discretion of the Ministry of Defence.

15. In the event of eligibility for full pay continuing after formal retirement, payment of terminal grant will not be made before the day following that in respect of which full pay was last payable.

## SECTION III
## SERVICE GRATUITIES FOR OFFICERS SERVING ON PERMANENT OR 16-YEAR PENSIONABLE COMMISSIONS

16. Permanent and pensionable officers other than those on the Special Duties List may, on retirement on or after 1st February, 1966, if ineligible for service retired pay, be granted a gratuity as follows:—

(*a*) On compulsory retirement for age or non-employment or on retirement at own request, with at least 10 years' qualifying service:—

| | £ |
|---|---|
| For the first 10 years' qualifying service .. .. .. .. .. | 1,375 |
| For each further year's qualifying service, an addition of .. .. | 275 |

Officers transferred to the Permanent List or to a 16-year Pensionable Commission from the Reserves or from temporary service or while holding Supplementary List or Short Service or Extended Service Commissions, will not be eligible for gratuities on voluntary retirement unless they have rendered five years' service from the date of transfer to the permanent list or to a pensionable commission. An officer promoted to a permanent or pensionable commission, other than on the Special Duties List, from rating or other rank service, will not be eligible for a gratuity on the above scale unless he has served for not less than five years on the commission. If he has less than five years' service from date of promotion to officer, his gratuity will be assessed on the ratings' scale in respect of his total service.

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(*b*) On invaliding with less than the ten years' service required to qualify for retired pay, a gratuity at the rate of £235 for each complete year of qualifying service.

(*c*) If retired on account of incapacity, unsuitability or inefficiency not due to causes within his control:—

(1) If with 10 or more years' qualifying service, a gratuity at the discretion of the Ministry of Defence not exceeding the amount which would have been admissible under sub-paragraph (*a*) above;

(2) If with less than 10 but not less than two years' qualifying service, a gratuity at the discretion of the Ministry of Defence, not exceeding £110 for the first two years' qualifying service with additions at the rate of £110 for each additional complete year of qualifying service.

(*d*) If retired for incapacity, unsuitability or inefficiency or other cause within his own control, but not amounting to misconduct, with at least 10 years' qualifying service, a gratuity of such amount as the Ministry of Defence may determine, but not in any event exceeding the amount which would have been admissible under sub-paragraph (*a*) above had the officer retired at his own request.

(*e*) If retired for misconduct, or on termination of commission for any of the reasons set out in sub-paragraph 10(*b*), with at least 10 years' qualifying service, a gratuity, or a compassionate gratuity, if the Ministry of Defence so decide and of such amount as they may determine, but not in any event exceeding 90 per cent of the award which would have been admissible had the officer retired at his own request.

*Special Duties List (SD) Officers*

17. On retirement on or after 1st February, 1966, with insufficient service to qualify for retired pay, officers on the Special Duties List may be granted a gratuity as follows, subject to the completion of a minimum period of twelve years' actual service from age 18:—

(*a*) If permitted to retire at their own request, a gratuity on the following scale:—

(1) *Rating Service*

| | |
|---|---|
| For each year of qualifying service in excess of five years up to ten years .. .. .. | £15 |
| For each year of qualifying service in excess of ten years up to 14 years .. .. .. | £39 |
| For each year of qualifying service in excess of 14 years up to 17 years .. .. .. | £54 |
| For each year of qualifying service in excess of 17 years .. .. .. .. .. .. .. | £62 |

(2) *Officer Service*

For each year of qualifying service as Commissioned Officer (Branch List), R.N. or R.M., or Sub-Lieutenant (S.D.), R.N., or Second Lieutenant (S.D.), R.M. £115 normally, but £155 for each complete year served after completion of 12 years' total service.

For each year of qualifying service as Senior Commissioned Officer (Branch List), R.N. or R.M., or Lieutenant (S.D.), R.N. or R.M., or above .. .. .. .. .. .. .. £205

(*b*) If retired on account of incapacity, unsuitability or inefficiency not due to causes within his own control, a gratuity as in sub-paragraph (*a*) above.

(*c*) If retired for incapacity, unsuitability or inefficiency or other cause within his own control, but not amounting to misconduct, a gratuity of such amount as the Ministry of Defence may determine but not in any event exceeding the amount which would have been admissible under sub-paragraph (*a*) above had the officer retired at his own request.

18. An Officer with sufficient service to qualify for an award of retired pay, or for an award of pension on ratings' scales (with special increments for service as officer), will not be eligible for an alternative award of gratuity on the foregoing scale.

19. If retired on or after 1st February, 1966, for misconduct, or on termination of commission for any of the reasons set out in paragraph 10 (*b*) of Section 1, with at least twelve years' actual service from age 18, a gratuity or a compassionate gratuity may be allowed at the discretion of the Ministry of Defence, but not in any event exceeding 90 per cent of the award which would have been admissible under paragraph 17, had the officer retired voluntarily.

20. Any officer who has served on a rating's engagement, conferring eligibility for a rating's gratuity on completing at least ten years' service after age 18, will have a reserved right to an award under paragraphs 17 and 19, on completion of ten years' such service instead of twelve years'.

21. If invalided with less than ten years' qualifying service and with insufficient service to qualify for pension on the ratings' scale, a gratuity at the rate of £195 for each complete year of qualifying service may be granted.

## SECTION IV

## RANK AND SERVICE

*Rank for Retired Pay Purposes*

22. Subject to the following paragraphs, the rank for retired pay purposes shall be the substantive rank held by the officer on his retirement, provided that, unless the officer is invalided, the rank had been held on the active list for the following minimum period:—

| | |
|---|---|
| (1) Admiral; General, Royal Marines .. .. .. .. .. .. .. .. | 1 year |
| (2) All other officers .. .. .. .. .. .. .. .. .. .. .. | 2 years |

If the substantive rank has been held for less than the period specified, the rank for retired pay purposes shall be the highest substantive rank which (with periods spent in higher substantive rank) satisfies the condition. On invaliding, the rank for retired pay purposes shall be the substantive rank held by the officer on his retirement.

23. Service as Acting Captain, Royal Navy, may be reckoned towards the requirement of six years' service as Captain irrespective of the date of substantive promotion.

*Additions to Retired Pay for Service in Paid Acting Rank*

24. Subject to the general conditions in paragraph 25 below, paid acting and temporary rank held by officers of the Royal Navy, Royal Marines and Women's Royal Naval Service and members of Queen Alexandra's Royal Naval Nursing Service may reckon for increase of retired pay as follows:—

(*a*) For each complete year (subject to a maximum of three) for which the paid acting or temporary rank was held, there may be added one-third of the difference between the retired pay for which the officer is eligible and the retired pay for which he would have been eligible had his rank for retired pay been one rank above his substantive rank.

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(*b*) Where an officer has failed to complete two years in a substantive rank required to qualify him for the retired pay of the rank, such service may reckon for retired pay as if it had been acting or temporary rank.

25. *General Conditions*

(1) Service from 3rd September, 1939, will count.

(2) In no case shall service in an acting or temporary rank earn a rate of retired pay higher than would have been earned if the acting or temporary rank had been substantive.

(3) The "complete years" referred to in sub-paragraph 24(*a*) need not be continuous in time but may be made up of broken periods.

26. The Ministry of Defence may fix a date after which periods in acting or temporary rank will no longer be reckoned for additions to retired pay.

27. *Definitions of Service*

The following periods may be included in assessing qualifying and reckonable service for the purpose of the foregoing paragraphs:—

(*a*) Subject to paragraph 30, full pay service (including mobilised or embodied service or for the purpose of training) as an officer, rating or other rank of the Royal Navy, the Royal Marines, the Army or the Royal Air Force or of the Auxiliary and Reserve Forces, and of the former Armed Forces of India or Burma, or of the Armed Forces of the Commonwealth or a Colony, provided that such service would be reckonable as qualifying service under Army or Royal Air Force regulations; except broken periods each of less than six months' duration.

(*b*) While a permanent regular officer, periods in appointments not remunerated from Navy Votes which the Ministry of Defence consider can reasonably be regarded as part of an officer's career as such. They shall be appointments to which the officer brings his naval knowledge and from which he acquires additional experience and which have been officially offered to him as part of his naval service.

(*c*) Periods on unemployed pay, or on half pay not following the sentence of a Court Martial, will reckon as service in full up to a maximum of six months in any one period or two years in all. Service in excess of these limits will reckon as a third, subject to a minimum of six years such service reckoning as two years. Any period on half pay following a sentence of Court Martial will reckon as a third.

28. Loss of seniority or time forfeited by sentence of Court Martial or Disciplinary Court will not involve loss of service for retired pay or gratuity.

29. Service preceding a five-year interval in service shall not be included unless specially allowed by the Ministry of Defence, and eligibility to reckon such previous service will normally be determined at the time of resumption of service. Where, during a break in service the officer has been a member of the Royal Naval Reserve, the Royal Naval Volunteer Reserve, or other reserve of any of the Forces, undertaking or liable for periodical training, the period of such membership will not be considered an interval in service for the purpose of deciding whether the previous service is admissible.

30. *Previous service for which a non-effective award has been received*

(*a*) In the case of previous service in respect of which the officer received a service gratuity, or in any case of previous service other than in the Royal Navy, the Royal Marines, the Army, or the Royal Air Force, it may be stipulated as a condition for allowing such service to reckon for retired pay, that the officer shall make a payment to Naval Funds, either in a lump sum or otherwise. In default of such payment as may have been stipulated, the previous service will not be allowed.

(*b*) If an officer has continued to draw concurrently with full pay the retired pay or other analogous award payable in respect of previous service, the further service will normally not confer eligibility for improved benefits on final termination of employment.

31. *Counting of service*

(*a*) *Reckonable Service.* All service as defined above from the age of 21 will count in full as reckonable service.

(*b*) *Qualifying Service.* All service as defined above from the age of 18 will count in full as qualifying service.

32. *Effect of National Retirement Pensions on Retired Pay*

Officers who (*a*) enter the Royal Navy on or after the 1st July, 1949 (except Dartmouth Cadets who, although not actually in the Service on the 1st July, 1949, nevertheless had at that date had an undertaking given on their behalf that they would make the Royal Navy their career) and (*b*) re-enter on or after the 1st July, 1949, after a break in service, except those who re-enter within 12 months of being invalided or those who have already been granted service retired pay before re-entry, will have a deduction made from their service retired pay at the rate of 4d. a week for each year of reckonable service, subject to a maximum of 16s. a week; which will take effect from the date on which an Officer attains the age of 65 and becomes entitled to a National Retirement Pension. No adjustment of service retired pay will, however, be made in the case of Officers living permanently outside the United Kingdom and not in receipt of National Insurance Retirement Pensions or a corresponding award payable under reciprocal arrangements with the country of domicile.

## SECTION V

## GRATUITIES TO SHORT SERVICE OFFICERS AND OFFICERS ON THE SUPPLEMENTARY LIST OTHER THAN THOSE GRANTED PERMANENT OR PENSIONABLE COMMISSIONS

*(Note: The conditions applicable to aircrew officers engaged to serve to the age of 38 are given in the section dealing with their entry.)*

33. *Supplementary List Aircrew*

(*a*) Officers entered on or after 6th February, 1964, will be eligible on completion of 12 years' service for a gratuity of £5,000 unless they have received the Aircrew Special Bounty when they will receive a gratuity of £4,000. Those who leave on completion of 8 years' service will receive a gratuity of £1,750. Helicopter pilots on completion of 5 years' service on or after 31st January 1966 will be eligible for a gratuity of £1,000. Extensions of service beyond 12 years will earn a further gratuity at the rate of £500 a year.

(*b*) Officers entered before 6th February, 1964, will be granted gratuities as follows:—

(1) Officers who have completed less than 5 years' service on 6th February, 1964, will be eligible on completion of 8 years' service for a gratuity of £1,750.

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(2) Officers who have completed less than 8 years' service on 6th February, 1964, will be eligible on completion of 12 years' service for a gratuity of £5,000, or £4,000 if the Special Aircrew Bounty was received.
(3) Officers who have completed less than 12 years' service on 6th February, 1964, will be eligible for an additional gratuity at the rate of £500 a year for service in excess of 12 years.
(4) Helicopter pilots on completion of 5 years' service on or after 31st January 1966 will be eligible for a gratuity of £1,000.
(5) Officers who do not qualify for the rates of gratuity in (1), (2) and (3) above will be eligible on completion of 12 years' service for a gratuity of £4,000. On completion of 8 years' service on or after 31st January 1966, they will receive a gratuity of £1,600. Extensions of service beyond 12 years will earn a further gratuity at the rate of £400 a year.
(6) Commissioned Pilots and those promoted to Lieutenant (Short Service), transferred to the Supplementary List as Lieutenants, who complete either the balance of their original engagement plus a further 4 years' service, or 12 years' continuous officer aircrew service, whichever is the longer, will from the date of transfer to their final 4 years of service, earn a gratuity at the rate of £175 a year with a further £2,500 for their final 4 years of service.
(7) Supplementary List Aircrew serving on pensionable commissions to age 38, who leave at their optional breakpoints will be eligible for gratuities calculated in accordance with sub paragraphs 1 to 6 above. If they leave at any time other than at their optional breakpoints, any award of retired pay or gratuity will be assessed in accordance with the provisions of Section 1.

(*c*) *Invaliding*

Supplementary List Fixed Wing Aircrew Officers (except those referred to in sub-paragraph (*b*)(6)) will, if invalided, receive gratuities as follows:—
(1) Officers entered on or after 6th February, 1964, will, if invalided before completing 8 years' service, receive a gratuity at the rate of £160 a year in respect of the first 18 months' service, and at the rate of £230 a year in respect of service beyond the first 18 months. If invalided after completing more than 8 years' service he will receive a gratuity of £1,750 in respect of the first 8 years' service and at the rate of £810 a year in respect of service between 8 and 12 years.
(2) Officers entered before 6th February, 1964, will, if invalided before completing 8 years' service, receive a gratuity at the rate of £145 a year for the first 18 months of service and at the rate of £215 a year in respect of service beyond the first 18 months. If invalided after completing 8 years' service, he will receive, in respect of the first 8 years' service, a gratuity of £1,600 if on 6th February, 1964, he had completed more than 5 years' service, or £1,750 if on that date he had completed less than 5 years' service. Further gratuity in respect of service between 8 and 12 years will be earned at the rate of £600 a year if on 6th February, 1964, he had completed more than 8 years' service, or £810 if on that date he had completed less than 8 years' service.

Other Short Service Officers will receive a gratuity proportionate to the length of their service on a Short Service Commission.

(*d*) An officer who, for any other cause, does not complete his full period of service on the Active List will not be entitled to any gratuity, but an award, either at the full rate or at a reduced rate to be decided by the Ministry of Defence, may be sanctioned subject to a minimum period of service of 18 months and possession of the flying badge, in the undermentioned circumstances:—
(1) for an officer compulsorily transferred to the reserve, required to relinquish his commission, or resign;
(2) for an officer transferred to the reserve at his own request.

34. *Supplementary List Electrical Officers*

(*a*) Professionally qualified electrical officers entered on or after 6th February, 1964, will be eligible, on completion of 10 years' service, for a gratuity of £3,500. Those who leave on completion of 5 years' service will receive a gratuity of £1,000.

(*b*) Professionally qualified electrical officers entered before 6th February, 1964, who have completed less than 5 years' service on that date will be eligible for a gratuity of £3,500 if they complete 10 years' service.

(*c*) Electrical officers entered before or after 6th February, 1964, other than those referred to in (*a*) and (*b*) above, will be eligible for a gratuity at the rate of £200 for each year of service.

(*d*) Professionally qualified in the context of (*a*) and (*b*) above means the holder of a degree, or degree equivalent in electrical engineering (or in science with suitable engineering subjects), or Graduate Membership of the Institution of Electrical Engineers, or of the Institution of Electronic and Radio Engineers, or possession of qualifications which approximate to, or which give exemption from, Parts I and II of the Institution of Electrical Engineers examination.

(*e*) *Invaliding*

(1) Professionally qualified electrical officers entered on or after 6th February, 1964, will, if invalided before completing 5 years' service, receive a gratuity at the rate of £200 a year. Those invalided after completing 5 years' service will receive a gratuity of £1,000 in respect of the first 5 years' service, and at the rate of £500 a year in respect of service between 5 and 10 years.
(2) Professionally qualified electrical officers entered before 6th February, 1964, who had completed less than 5 years' service on that date, will, if invalided after completing 5 years' service, receive a gratuity of £1,000 in respect of the first 5 years' service and at the rate of £500 a year in respect of service between 5 and 10 years.
(3) Electrical officers other than those referred to in (1) and (2) above will be eligible on invaliding for a gratuity at the rate of £200 a year.

35. *Medical and Dental Officers*

An officer entering the Medical or Dental Branches of the Royal Navy on a short service commission of 3 or 5 years' duration on or after 1st May, 1961, may, if the full period of Active List service he has undertaken is satisfactorily completed, be awarded a gratuity calculated at the rate of £500 for each of the first three years of service and at the rate of £750 a year thereafter. An officer entered on a 3-year commission who applied before 1st September 1963 to extend his service by 2 years will be eligible for a gratuity of £3,000. Those applying for such extensions on or after 1st September, 1963, irrespective of whether their original 3-year commission began before or after that date, will be eligible only for a gratuity of £2,500 on completion of 5 years' service. Officers permitted to extend their service beyond 5 years will be eligible for an addition calculated at the rate of £280 a year for service in excess of 5 years. An officer on a 3-year commission who is permitted to extend his service by a period short of two years will be eligible for a gratuity at the rate of £280 a year for service in excess of 3 years.

36. Medical and Dental officers entered before 1st May, 1961, whose commissions terminate after that date and who have not exercised options to extend their commissions or transfer to new ones as offered, to remain

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eligible for gratuity at the rate of £230 a year. Officers who have been permitted to transfer to new commissions, or to extend their original commissions, after 1st May, 1961, may be granted a gratuity, on satisfactory completion of their further service, as follows:—

(*a*) Officers originally entered for commissions of 3 years' duration who have applied, before 1st September, 1963, to extend their service by 2 years to be eligible for a gratuity of £3,000. Officers applying for such extensions on or after 1st September, 1963, to be eligible only for a gratuity of £2,500 on completion of 5 years, service.

(*b*) Officers granted fresh commissions of 3 years' duration to be eligible for a gratuity of £1,500 on completion thereof, with an addition, calculated at the rate of £230 a year, proportionate to the period of their original commission that had previously been completed.

(*c*) Officers serving on four, five or six years' commissions who were permitted to extend their service by two years to be eligible, on satisfactory completion of their service, for a gratuity of £3,000 in respect of 5 years' service with an addition calculated at the rate of £230 a year in respect of service in excess of 5 years. Officers serving on commissions of 4 or 5 years' duration who are granted fresh commissions of 4 or 5 years' duration to be eligible for gratuity at the rates of £2,250 and £3,000 respectively on completion thereof, with an addition calculated at the rate of £230 a year, proportionate to the period of their original commission that had previously been completed.

(*d*) Officers who give further service on completion of the periods referred to in (*a*) and (*c*) above will be eligible for an addition at the rate of £280 for each year of further service.

37. Any Medical or Dental Officer in the categories mentioned in sub-paragraphs 36(*a*), (*b*) and (*c*) above who fails to complete the full period of Active List service that he has undertaken, may be granted such gratuity as the Ministry of Defence may determine conformably with the general rules in paragraph 39 hereunder that does not exceed the following amounts:—

| | £ *a year* |
|---|---|
| (*a*) *Officers granted new Short Service Commissions after* 1*st May*, 1961. | |
| Service prior to grant of new commission | 230 |
| First three years of new commission | 500 |
| Fourth and fifth years of new commission | 750 |
| (*b*) *Officers who extend their periods of service after* 1*st May*, 1961. | £ *a year* |
| (1) Three year periods extended to five years:— | |
| First three years' service | 500 |
| Fourth and fifth years' service— | |
| if extended before 1st September, 1963 | 750 |
| if extended on or after 1st September, 1963 | 500 |
| (2) Four year periods extended to six years:— | |
| First year's service | 230 |
| Second, third and fourth years' service | 500 |
| Fifth and sixth years' service | 750 |
| (3) Five year periods extended to seven years:— | |
| First and second years' service | 230 |
| Third, fourth and fifth years' service | 500 |
| Sixth and seventh years' service | 750 |
| (4) Six year periods extended to eight years:— | |
| First, second and third years' service | 230 |
| Fourth, fifth and sixth years' service | 500 |
| Seventh and eighth years' service | 750 |

38. *Other Short Service Officers*

Other officers holding Short Service Commissions in the Royal Navy under terms which provide for the payment of gratuity may, if the full period of Active List service is satisfactorily completed on or after 1st February, 1966, be granted gratuities at the following rates for each year of service:—

| | |
|---|---|
| (*a*) Air Traffic Control Officers | |
| For service as Acting Sub-Lieutenant and above | £200 |
| For service in lower ranks | £145 |
| (*b*) Other officers | £200 |

39. *General*

Should the Officer fail to complete the full period of Active List service which he has undertaken, an award may nevertheless be made as follows:—

(*a*) If his service is terminated on account of disability not due to causes within his own control, he will be granted a gratuity proportionate to the length of Active List service he has actually completed.

(*b*) If his service is terminated for non-employment, or for incapacity, unsuitability or inefficiency not due to causes within his own control, or if he is permitted voluntarily to terminate his service within six months of the completion of the full period of Active List service he has undertaken, he may be awarded either a gratuity proportionate to the length of Active List service he has actually completed or a reduced gratuity at such rate as the Ministry may determine.

(*c*) In other circumstances, no gratuity will in any event be payable to Pilot or a Observer unless he has completed at least eighteen months' satisfactory service and is in possession of the flying badge, nor to an officer of any other Branch unless he has completed at least one year's satisfactory service. If he is thereafter permitted voluntarily to terminate his service more than six months before the conclusion of the period he had undertaken, he may be allowed, at Ministry discretion, such gratuity as may be determined, but not in any event exceeding three-quarters of the amount proportionate to the length of his actual service on the Active List. The method of calculation used to determine the amount proportionate to the length of service for Aircrew and Electrical officers will be that used to assess invaliding gratuities as defined in sub-paragraphs 33(*c*) and 34(*e*). For Medical and Dental officers, the amount proportionate to length of service will be calculated in accordance with paragraph 37 above.

(*d*) If his service is terminated owing to disability due to causes within his own control or to inefficiency or other cause within his own control but not amounting to misconduct, he may be allowed, at Ministry discretion, such gratuity as may be determined but not in any event exceeding the amount which would have been admissible had he been allowed to terminate his service voluntarily.

(*e*) If his service is terminated on account of misconduct, the special payment of a compassionate gratuity shall be within the discretion of the Ministry according to the circumstances of his case, but the award will not in any event exceed 90 per cent of the gratuity which would have been admissible had he left voluntarily.

(*f*) Women officers leaving on marriage or for compassionate reasons where the Admiralty Board are satisfied that such reasons necessitate retirement may be awarded a gratuity proportionate to the length of Active List service actually completed.

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40. No part of a short service gratuity will be payable to the officer's estate or otherwise in the event of his death before completion of the period of Active List service he had undertaken.

41. If an officer serving on a short service commission continues on full pay beyond the period of Active List service which he had undertaken, payment of the gratuity will be deferred until the end of such further service.

42. A short service commission officer who is granted a permanent commission will not be eligible for any gratuity in respect of his service on a short service commission, but his service on that commission may count towards an ultimate award of retired pay or gratuity as a permanent officer. If, after receipt of a gratuity in respect of short service, an officer is granted a permanent commission, his previous service will not be reckonable towards an ultimate award of retired pay or gratuity as a permanent officer, unless satisfactory arrangements are made for the refund of the short service gratuity.

43. Service on a short service commission in the medical, dental or education branches of the Royal Navy may, in certain circumstances, be treated as contributory service under the National Health Service (Superannuation) Regulations or under the Teachers' (Superannuation) Acts, as appropriate. Where service is so treated, both the employer's and the officer's contributions will be advanced by the Ministry, and the total amount so advanced will be deducted from the gratuity for which the officer is eligible under the provisions of this Section. When contributions have been so advanced but, as a result of being transferred to the permanent list, the officer does not qualify for gratuity under this Section, no refund of contributions will be required from the officer, but service which counts for service retired pay or gratuity may not also count as reckonable service for purposes of pension under the appropriate civil superannuation scheme.

## SECTION VI

## RETIRED OFFICERS OF THE ROYAL NAVY AND ROYAL MARINES

*Re-employment in Peace-time*

44. Except as provided in paragraphs 49 and 50, an officer who is on retired pay may, while re-employed in or for training or on any authorised naval duty for periods not exceeding six consecutive months or aggregating six months or less in any twelve months, continue to draw his retired pay concurrently with any pay to which he is entitled, but payment of retired pay may be suspended when there is doubt about the duration of the period of re-employment. No retired pay will be payable when the period of re-employment exceeds six months, and where the retired officer has commuted any part of the retired pay which would have been liable to suspension had he not commuted, a deduction equivalent to the amount commuted will be made from his pay.

45. An officer whose service retired pay has been suspended under paragraph 44 and who, having been placed on the retired list before 1st February, 1966, is re-employed on or after that date without an actual break in service, will be eligible on reversion to the retired list for awards of retired pay and terminal grant under the provisions in Sections I and II as appropriate for officers retiring on or after 1st February, 1966, assessed on the basis of former service added to re-employed service.

46. An officer whose service retired pay has been suspended under paragraph 44 and who, having had a break in service, is in re-employment on or after 1st February, 1966, may receive on reversion to the retired list an award of retired pay assessed on the basis of former service added to re-employed service as follows:—

(*a*) Under the provisions in Section I as appropriate for officers retiring on or after 1st February, 1966, provided that (i) the period of re-employment is not less than three years, or (ii) the officer is invalided from re-employment, or (iii) he originally retired on or after that date.

(*b*) If the officer originally retired before 1st February, 1966, and the period of re-employment is less than three years and he is not invalided, under the provisions of the retired pay code under which his retired pay was originally assessed.

If, during the period of re-employment, an officer has carried out duties clearly appropriate to a higher rank than the substantive rank which he last held on the active list and has received the pay and allowances appropriate to such higher rank, this service may be allowed to reckon for assessment of a revised rate of retired pay on a similar basis to that laid down for an Active List officer in paragraphs 24 and 25.

If the officer had originally retired at his own request, re-assessed retired pay under either (*a*) or (*b*) above will be on the basis of voluntary retirement, unless he is invalided from re-employment.

47. An officer whose retired pay has been suspended under paragraph 44 may receive, on reversion to the Retired List on or after 1st February, 1966, terminal grant or additional terminal grant calculated as follows:—

(*a*) If retired pay has been re-assessed under (i) or (ii) of sub-paragraph 46(*a*) above, the award shall be, for each complete year of re-employment service, one-tenth of the difference between three times the annual amount of retired pay awarded on termination of re-employment and the terminal grant (if any) previously awarded.

(*b*) If retired pay has been re-assessed under paragraph 46(*b*) above, and the officer originally retired before 1st January, 1956, as in sub-paragraph (*a*) above.

(*c*) If retired pay has been re-assessed under (iii) of sub-paragraph 46(*a*) or under sub-paragraph 46(*b*) and the officer originally retired on or after 1st January, 1956, the difference between the terminal grant previously awarded and three times the amount of retired pay awarded on termination of re-employment.

48. An officer who originally retired at his own request with a gratuity only, may receive an additional gratuity of £200 for each completed year of re-employed service.

*Re-employment in Emergency*

49. On recall for service at a time of imminent national danger or of great emergency, or when re-employed with the armed forces on general mobilisation, one-half of the retired pay of a retired officer will remain in issue concurrently with the pay and allowances appropriate to his rank on re-employment. Any portion of the retired pay that has been commuted will be recovered from the retired pay remaining in issue, or, when this is insufficient to meet the liability, from his pay to the extent of the deficiency.

50. For the purpose of applying the provisions of paragraph 49 to a retired officer compulsorily recalled at a time of national emergency when general mobilisation has not been announced, the operative period will be determined by the Ministry in consultation with H.M. Treasury.

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## OFFICERS OF THE WOMEN'S ROYAL NAVAL SERVICE AND MEMBERS OF QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE

(*Note.*—For the general purposes of these regulations, the term "Officer" shall include a member of Queen Alexandra's Royal Naval Nursing Service.)

1. Except as otherwise provided, officers of the Women's Royal Naval Service (W.R.N.S.) and members of Queen Alexandra's Royal Naval Nursing Service (Q.A.R.N.N.S.) holding appointments in the permanent service who retire from the Active List on or after 1st February, 1966, may be granted retired pay or gratuities under the general conditions applicable to officers of the Royal Navy holding permanent regular commissions. The rates will be 85 per cent of the rates for male officers of equivalent rank as indicated below.

| Rank | Equivalent R.N. (General List) rank for retired pay purposes |
|---|---|
| Second Officer W.R.N.S.<br>Nursing Sister or<br>Senior Nursing Sister Q.A.R.N.N.S. | Lieutenant |
| First Officer W.R.N.S.<br>Superintending Sister/Matron Q.A.R.N.N.S. | Lieutenant-Commander |
| Chief Officer W.R.N.S.<br>Principal Matron Q.A.R.N.N.S. | Commander |
| Superintendent W.R.N.S. with less than 6 years' service in the rank<br>Commandant W.R.N.S. | Captain with less than 6 years' service in the rank |
| Superintendent W.R.N.S. after 6 years' service in the rank<br>Matron-in-Chief Q.A.R.N.N.S. | Captain after 6 years' service in the rank |

2. The general conditions in Sections II, III, IV (as amplified in paragraph 7 below), and VI, and paragraphs 38 to 42 of Section V of the regulations for male officers will also apply, except as provided in paragraphs 3 to 6 following.

3. Retirement on marriage, or for compassionate reasons where the Defence Council or Admiralty Board are satisfied that such reasons necessitate retirement or termination of service, on or after 1st February, 1966, to be treated as compulsory retirement for purposes of awards of retired pay.

4. *Gratuities for Third Officers W.R.N.S. retired compulsorily.*

Third Officers W.R.N.S. who are retired compulsorily for non-employment on completion of seven years' service in the rank will be eligible for a gratuity of £1190.

5. *Gratuities for officers on short service engagements*

(*a*) *W.R.N.S. Officers.* W.R.N.S. officers granted short service commission and who satisfactorily complete a seven-year commission on or after 1st February, 1966, will be eligible for a gratuity of £1190. On optional withdrawal, after satisfactorily completing five years' service on a short service commission, they will be eligible for a gratuity of £850.

(*b*) *Nursing Sisters.* Nursing sisters entered for short service will, on satisfactorily completing the period of service undertaken, be eligible for a gratuity at the rate of £170 for each year of short service.

6. *Gratuities for permanent and short service officers leaving on marriage or for compassionate reasons.*

(*a*) Permanent officers who have completed at least four years' service as officers and who, being ineligible for retired pay or for gratuities under the provisions of the foregoing paragraphs, are permitted to retire (or, in the case of Q.A.R.N.N.S., are required to terminate their service) on marriage, or for compassionate reasons where the Defence Council or Admiralty Board are satisfied that such reasons necessitate retirement on or after 1st February, 1966, may be awarded a gratuity of £116 17s. 6d. for each complete year of qualifying service

(*b*) Short service officers whose service is terminated on or after 1st February, 1966, for the reasons stated in the preceding sub-paragraph will be eligible for a gratuity at the rate of £170 a year proportionate to the length of service actually completed.

7. *Definitions of service of Permanent Officers.* Within the limits prescribed in paragraph 31 of the regulations for male officers and except as provided in the modified regulations set out in paragraph 6 above, all full-pay service as an officer of the W.R.N.S. or as a member of the Q.A.R.N.N.S. or Q.A.R.N.N.S. Reserve, or service as a rating in the W.R.N.S., may be taken into account in assessing qualifying and reckonable service for the award of retired pay and gratuities, as may service that would be treated as qualifying or reckonable service under Army and Royal Air Force regulations.

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# PERMANENT OFFICERS OF THE WOMEN'S ROYAL NAVAL SERVICE AND PERMANENT MEMBERS OF QUEEN ALEXANDRA'S ROYAL NURSING SERVICE

## Rates of Retired Pay under the 1966 Code

| *Years of reckonable service* | *Second Officer W.R.N.S. Nursing Sister or Senior Nursing Sister Q.A.R.N.N.S.* | *First Officer W.R.N.S. Superintending Sister Q.A.R.N.N.S. Matron Q.A.R.N.N.S.* | *Chief Officer W.R.N.S. Principal Matron Q.A.R.N.N.S.* | *Superintendent W.R.N.S. with less than 6 years' service in rank* | *Commandant W.R.N.S. Superintendent W.R.N.S. after 6 years' service in rank Matron-in-Chief Q.A.R.N.N.S.* |
|---|---|---|---|---|---|
| | £ s. | £ s. | £ s. | £ s. | £ s. |
| 16 | 518 10 | 603 10 | 726 15 | | |
| 17 | 544 0 | 633 5 | 765 0 | | |
| 18 | 565 5 | 671 10 | 803 5 | 1,024 5 | |
| 19 | 590 15 | 697 0 | 841 10 | 1,062 10 | |
| 20 | 607 15 | 722 10 | 871 5 | 1,100 15 | |
| 21 | 624 15 | 752 5 | 905 5 | 1,139 0 | |
| 22 | 637 10 | 777 15 | 935 0 | 1,177 5 | 1,351 10 |
| 23 | 658 15 | 803 5 | 973 5 | 1,215 10 | 1,389 15 |
| 24 | 667 5 | 828 15 | 998 15 | 1,253 15 | 1,428 0 |
| 25 | 680 0 | 850 0 | 1,024 5 | 1,292 0 | 1,466 5 |
| 26 | 688 10 | 871 5 | 1,054 0 | 1,330 5 | 1,504 10 |
| 27 | 697 0 | 892 10 | 1,079 10 | 1,364 5 | 1,547 0 |
| 28 | 709 15 | 918 0 | 1,109 5 | 1,398 5 | 1,585 5 |
| 29 | 718 5 | 939 5 | 1,134 15 | 1,432 5 | 1,623 10 |
| 30 | 735 5 | 960 10 | 1,160 5 | 1,466 5 | 1,661 15 |
| 31 | 743 15 | 973 5 | 1,190 0 | 1,500 5 | 1,700 0 |
| 32 | 752 5 | 994 10 | 1,211 5 | 1,530 0 | 1,738 5 |
| 33 | 765 0 | 1,011 10 | 1,232 10 | 1,564 0 | 1,772 5 |
| 34 | 773 10 | 1,024 5 | 1,258 0 | 1,598 0 | 1,806 5 |

## PROCEDURE FOR PLACING OFFICERS ON HALF OR RETIRED PAY

1. The authority for the payment of Half-pay, or Retired Pay, to an Officer entitled thereto is given to the Paymaster-General, without preliminary application on the Officer's part. At the time this authority is issued, the Officer is informed of the award and is provided with a form of application for payment, which should be completed and forwarded to the Paymaster-General, Russell Square House, Russell Square, W.C.1. The appropriate payment forms will then be issued from time to time. Special arrangements are made by the Paymaster-General where Officers propose permanently to reside abroad.

2. All enquiries about the method of payment of retired pay or about income tax deductions should be addressed to the Paymaster-General and not to the Ministry of Defence.

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## RETIRED PAY OF RETIRED OFFICERS OF ROYAL NAVY AND ROYAL MARINES SERVING IN CERTAIN SPECIAL APPOINTMENTS

1. The following special regulations are applicable to the Retired Pay of Officers of the Royal Navy and Royal Marines serving in:—

(*a*) certain posts on the staff of the Hydrographic Department and Directorate of Weapons, Compass (Naval) at the Ministry of Defence.

(*b*) the post of Civilian Equipment Officer in H.M.S. "Vernon."

2. Service in any of the aforesaid appointments before retirement from the R.N. or R.M. will count for increase of retired pay under the ordinary regulations from time to time in force for Officers on the Active Lists of the R.N. and R.M., and increased retired pay under these regulations will accrue only in respect of service rendered in any of the appointments after retirement from the R.N. and R.M.

3. The retired pay of all retired Officers of the R.N. and R.M. serving in any of these appointments will be suspended during such service, and their service will count for increase of retired pay on the scales and subject to the conditions set forth hereunder, subject, however, to the provisos that:—

(*a*) an Officer who has been retired from the Active List of the R.N. or R.M. with a special rate of retired pay higher than that permissible under the ordinary regulations in force at the date of retirement for an Officer of like age, rank and service, shall not on the final cessation of his service in any of the above-mentioned appointments receive retired pay in excess of the greater of the two following sums:—

(1) the retired pay for which he would have been eligible had he on retirement from the Active List of the R.N. or R.M. been awarded the rate of retired pay permissible under the ordinary regulations in force at the date of such retirement for an Officer of like age, rank and service and permitted to count the whole of his subsequent service for increase of retired pay under Rules 5 and 6 hereof, or

(2) the actual rate of retired pay awarded to him on retirement from the Active List without any addition for subsequent service.

(*b*) an Officer of the R.M., who at the date of his retirement from the R.M. had earned retired pay in excess of the maximum at that date permissible in the case of a Lieutenant-Commander, R.N., shall not count his further service for increase of retired pay.

4. All Officers in any of the appointments referred to in these regulations who have not previously been discharged to retired pay at their own request or for some other reason, may be retained on pensionable terms, at the discretion of the Defence Council or Admiralty Board, up to age 65.

5. An Officer who is discharged to retired pay at his own request, or on completion of any period for which he may have been appointed or as unfit for further employment from any cause other than those specified in rule 6, may have the retired pay earned by his service before retirement from the R.N. or R.M. increased by one-sixtieth of the pay and allowances of the appointment held on discharge for each complete year of service after retirement in any of the appointments to which these regulations relate.

6. An Officer who is discharged to retired pay on account of age, or medical unfitness, or abolition of office, or reduction or reorganisation of establishment may have the retired pay earned by his service before retirement from the R.N. or R.M. increased:—

(*a*) if with 10 or more years' service after retirement in any post to which these regulations relate, by one-sixtieth of the pay and allowances of the appointment held on discharge for each complete year of service after retirement;

(*b*) if with less than 10 years' service after retirement in any post to which these regulations relate, by one-fiftieth of the pay and allowances of the appointment held on discharge for each complete year of service after retirement, provided that the total addition shall not exceed ten-sixtieths of such pay and allowances.

7. Officers on the Active List of the R.M. who are appointed to any of the posts to which these regulations relate, shall be seconded from the corps of the R.M. until they reach the rank of Lieutenant-Colonel, when they will become supernumerary. They will be subject to the same rules as regards qualifications for promotion and retirement for age in any rank as other Officers of the R.M.

8. The widows and children of deceased Officers who have served in any of the appointments to which these rules apply, shall be eligible at the discretion of the Ministry for the award of pensions or other grants under the regulations from time to time in force for Officers of the Royal Navy and Royal Marines except that for the purpose of determining eligibility of any applicant for a pension or other grant, service on the Retired List in an appointment to which these rules apply shall be regarded as equivalent to service on the Active List. In assessing a widow's pension account may be taken of any higher rank attained by the Officer while on the Retired List if thereby the widow would receive a higher rate of pension than would otherwise be the case.

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*General*

Officers' service retired pay and the service element of disability retired pay are commutable under the provisions of the Pensions Commutation Acts, 1871 to 1882, subject to such restrictions as may be imposed. Those eligible for this facility include commissioned, branch and subordinate officers of the Royal Navy and Royal Marines, officers of the Women's Royal Naval Service and members of Queen Alexandra's Royal Naval Nursing Service of the rank of nursing sister and above.

2. The following are not commutable:—
Good Service Pensions;
Naval Pensions;
Naval Compassionate Pensions;
Greenwich Hospital Pensions;
Additional retired pay for disability;
Disability element of disability retired pay;
Increases awarded under the Pensions Increase Schemes.

3. Retired pay or pension commuted is finally surrendered, in the same way that the amount received in commutation becomes the absolute property of the officer.

4. No officer will be allowed to commute any portion of his retired pay who:—
(*a*) is holding, or is about to hold, any appointment under the Crown the terms of which involve the suspension of his retired pay; or
(*b*) during time of war, is employed on active service or is eligible for such employment.

5. The Defence Council, or Admiralty Board on their behalf, have full discretionary power to accept or refuse applications. They would, for instance, be likely to be refused in cases of neglect or desertion of family; stoppage of pension by Bankruptcy orders; of persons likely to go abroad and leave their families a burden on the public; and suchlike cases.

6. It is no longer necessary for any officer to be aged 40 years or over in order to commute.

7. These rules and the table of rates are liable to be changed without notice.

*Maximum amounts commutable*

8. The amounts stated in the following sub-paragraphs refer to basic service retired pay and awards as listed in paragraph 2 will not be taken into account for this purpose.
(*a*) No officer will be allowed to commute more than half his retired pay if £300 or over.
(*b*) No officer will be allowed to commute so much of his retired pay if between £180 and £300, as would reduce it below £150.
(*c*) An officer whose total retired pay is less than £180, may commute an amount not exceeding £30, provided that the total amount uncommuted is not thereby reduced below £120.
(*d*) An officer promoted from active service rating or from the ranks, to temporary commissioned rank in the Royal Navy or Royal Marines, or to temporary commissioned rank in the Royal Naval Volunteer Reserve, may, however, commute up to a third of his service retired pay, subject to the amount uncommuted not being reduced below £60.

*Method of applying*

9. Applications should be made on the prescribed application form, which can be obtained from the Ministry of Defence, Principal Director of Accounts (Naval), 3B/RP, Warminster Road, Bath, Somerset. An application is deemed to be made on the date on which this form, duly completed, is received at the Ministry of Defence during the hours of public business, but not before the date from which payment of retired pay commences.

10. An officer who has been adjudicated bankrupt, or has had a Receiving Order made against him, or is indebted to public funds, must disclose the facts and circumstances at the time of his application.

11. If any applicant for commutation wilfully makes any false declaration in relation thereto he shall be liable to forfeit all claim to his retired pay or the value thereof, and to imprisonment, or fine, or both.

*Procedure following recommendation by the Defence Council or Admiralty Board*

12. If the Defence Council, or Admiralty Board on their behalf, recommends commutation, the officer will be informed, and his letter of application will be forwarded to the Pensions Commutation Board (hereinafter called the Board), 19 Old Jewry, London, E.C.2, from whom he will receive further instructions. The fact that an application has been recommended to the Board must not be taken to imply that it will necessarily be approved.

13. The Board will require the applicant to give such information as to his age, health and habits as is usual when assuring lives with assurance companies and he will be required to submit himself for personal examination by the Board's medical officer in London. An officer living in Scotland, Northern Ireland or the Republic of Ireland may, if the Board see fit, be examined by their medical advisers in Edinburgh, Belfast or Dublin.

14. An officer resident abroad who wishes to be exempted from personal attendance may apply to the Board accordingly, stating his reasons; his application will be submitted to H.M. Treasury, whose decision will be final. He may be allowed to commute as a privilege provided that suitable arrangements for medical examination, etc., can be made.

15. If, at the expiration of seven months from the date on which the application was made, the applicant has failed to furnish information required by the Board or to attend for medical examination, his application will be deemed to have been withdrawn. No further action will be taken on it without a renewed application and a further recommendation from the Defence Council or Admiralty Board on their behalf.

16. An officer may withdraw his application at any time before he has been examined by the Board's medical officer on payment of any expense not exceeding £2 which may have been incurred by the Board.

*Procedure following decision on the application*

17. If the Board are unable to recommend commutation and the Treasury concur, the applicant will be informed accordingly. If the application is granted, he will be informed of the amount to be paid as soon as it has been fixed by the Treasury on the recommendation of the Board. A fee of one per cent. will be charged on the amount awarded, provided that such fee shall never be less than £1 1s. nor more than £10 in any case.

18. Officers must not assume that the recommendation of the Board will necessarily be approved by the Treasury, and should make no arrangements depending on commutation until informed by letter from the Board of the amount awarded. The approved sum will be available for payment immediately. The applicant will, however, have the option of withdrawing his application on payment of a fee of £2 within 30 days after the date of despatch of the notice of award. In exceptional circumstances or where the distance is so great as to make it impossible for a reply by post to be received within

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30 days, the time may be extended by such period as the Treasury directs. If the applicant does not withdraw his application and pay the fee within that period, the decision will be considered final, and the commutation will take place absolutely.

19. An applicant will continue to draw the retired pay which he has applied to commute until the date upon which the warrant for the Treasury award is handed by the Board to the National Debt Commissioners or until seven months have elapsed from the date upon which an application to commute was received at the Ministry of Defence, whichever is the earlier.

*Effects of commutation*

20. If an officer who has commuted a part of his retired pay is re-employed, the amount commuted will be deducted from his full pay during the period of his re-employment.

21. Officers are reminded that, under existing Pensions Increase Schemes, increases are not admissible on any part of retired pay that has been commuted, unless the commutation (i.e. the actual award of the capital sum) took place after the scheme came into operation.

22. The claim of an officer to be awarded a Naval Compassionate Pension or a Greenwich Hospital Pension will not be affected by his having commuted.

23. The widows and children of officers who commute will be granted pensions according to the normal rules provided that the widows were married, and the children were born, before the date of commutation and that they are otherwise eligible. Where marriage took place after commutation (but prior to reassessment of retired pay) widows' and children's pensions may be reduced in proportion to the decrease in retired pay resulting from commutation.

*Commutation rates*

24. The table for determining commutation rates is at present as follows, subject to an addition of years of age in the case of impaired lives:—

| Age next Birthday | Commutation Rate | Capital Sum for each £100 of Pension | Age next Birthday | Commutation Rate | Capital Sum for each £100 of Pension |
|---|---|---|---|---|---|
| | | £ s. d. | | | £ s. d. |
| 29 | 15.053 | 1,505 6 0 | 60 | 10.063 | 1,006 6 0 |
| 30 | 14.897 | 1,489 14 0 | 61 | 9.823 | 982 6 0 |
| 31 | 14.811 | 1,481 2 0 | 62 | 9.581 | 958 2 0 |
| 32 | 14.721 | 1,472 2 0 | 63 | 9.339 | 933 18 0 |
| 33 | 14.624 | 1,462 8 0 | 64 | 9.092 | 909 4 0 |
| 34 | 14.522 | 1,452 4 0 | | | |
| | | | 65 | 8.845 | 884 10 0 |
| 35 | 14.415 | 1,441 10 0 | 66 | 8.593 | 859 6 0 |
| 36 | 14.304 | 1,430 8 0 | 67 | 8.339 | 833 18 0 |
| 37 | 14.188 | 1,418 16 0 | 68 | 8.086 | 808 12 0 |
| 38 | 14.072 | 1,407 4 0 | 69 | 7.833 | 783 6 0 |
| 39 | 13.948 | 1,394 16 0 | | | |
| | | | 70 | 7.579 | 757 18 0 |
| 40 | 13.819 | 1,381 18 0 | 71 | 7.331 | 733 2 0 |
| 41 | 13.683 | 1,368 6 0 | 72 | 7.084 | 708 8 0 |
| 42 | 13.542 | 1,354 4 0 | 73 | 6.839 | 683 18 0 |
| 43 | 13.401 | 1,340 2 0 | 74 | 6.602 | 660 4 0 |
| 44 | 13.252 | 1,325 4 0 | | | |
| | | | 75 | 6.367 | 636 14 0 |
| 45 | 13.104 | 1,310 8 0 | 76 | 6.139 | 613 18 0 |
| 46 | 12.946 | 1,294 12 0 | 77 | 5.916 | 591 12 0 |
| 47 | 12.781 | 1,278 2 0 | 78 | 5.698 | 569 16 0 |
| 48 | 12.613 | 1,261 6 0 | 79 | 5.485 | 548 10 0 |
| 49 | 12.436 | 1,243 12 0 | | | |
| | | | 80 | 5.283 | 528 6 0 |
| 50 | 12.250 | 1,225 0 0 | 81 | 5.073 | 507 6 0 |
| 51 | 12.060 | 1,206 0 0 | 82 | 4.843 | 484 6 0 |
| 52 | 11.860 | 1,186 0 0 | 83 | 4.593 | 459 6 0 |
| 53 | 11.656 | 1,165 12 0 | 84 | 4.333 | 433 6 0 |
| 54 | 11.442 | 1,144 4 0 | | | |
| | | | 85 | 4.081 | 408 2 0 |
| 55 | 11.225 | 1,122 10 0 | 86 | 3.851 | 385 2 0 |
| 56 | 11.003 | 1,100 6 0 | 87 | 3.631 | 363 2 0 |
| 57 | 10.774 | 1,077 8 0 | 88 | 3.421 | 342 2 0 |
| 58 | 10.541 | 1,054 2 0 | 89 | 3.211 | 321 2 0 |
| 59 | 10.305 | 1,030 10 0 | | | |
| | | | 90 | 3.000 | 300 0 0 |

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# RETIREMENTS, &c.

## GENERAL RULES, CONDITIONS OF RETIREMENT, ETC.

## NAVAL OFFICERS

### I. General

1. Officers who are not due for compulsory retirement under the following regulations may, at Defence Council or Admiralty Board discretion, be allowed to retire voluntarily or to resign as appropriate. The overriding factor in considering applications will be the requirements of the Service but special consideration will be given when compassionate grounds are advanced.

2. Officers may be retired at any age, at Defence Council or Admiralty Board discretion, if found medically unfit for further service.

3. Officers may be removed from the Active List at any time, if, in the opinion of the Defence Council or Admiralty Board, they are unfitted for further employment under the terms of the Orders in Council relating to incapacity, unsuitability or misconduct.

4. These rules do not apply to Officers employed on Inspection, Research, Design and Experimental Ordnance Duties, etc., under the conditions of service shown separately in this volume.

*Note.* Rules governing the award of retired pay on voluntary retirement are set out on page 18.

### II. Officers on the General List

#### Officers of Flag Rank

1. Admirals of the Fleet are borne on the Active List for Life.

2. Other Officers of Flag rank on the General List will be placed on the Retired List either:—

(*a*) on reaching the age limit for service in the rank; or

(*b*) on it being decided that they will not be further employed,

whichever is the earlier. If serving in an appointment at the time of the decision that they will not be further employed, they may be retained on the Active List in their existing rank until relieved of the appointment.

3. The age limits for service in each rank are as follows:—

| | |
|---|---|
| Admiral .. .. .. .. | 65 |
| Vice-Admiral .. .. .. | 63 |
| Rear-Admiral .. .. .. | 60 |

4. Officers of Flag rank on the General List will not be retired solely by reason of the promotion of an Officer junior to them, nor by reason of their being superseded in any particular appointment.

#### Captains

1. *Officers who entered the Royal Navy on or after 1st May*, 1957

The age for compulsory retirement of Captains on the General List, is 55. Captains on the Post List will, however, be retired on approaching the top of the Captains' List if not selected for promotion to Rear-Admiral, subject to the maximum age limit of 55.

2. *Officers who entered the Royal Navy before 1st May*, 1957

The age for compulsory retirement of Captains is 55, but Captains on the General List who entered the Royal Navy before 1st May, 1957, will normally be placed on the Retired List, if not promoted Rear-Admiral, on attaining nine years' seniority as a Captain or at the age of 55 if earlier. Some Captains of seniority 31st December 1960 and earlier have been informed of an earlier date on which they will be retired (if not promoted) after serving a minimum of eight years on the Captains' list.

3. Captains will be placed on the Retired List when it becomes certain that they will not be further employed.

#### Commanders

1. *Officers who entered the Royal Navy on or after 1st May*, 1957

The age for compulsory retirement of Commanders on the General List is 53; except that for Commanders on the Post List retirement will be at age 50.

2. *Officers who entered the Royal Navy before 1st May*, 1957

The age for compulsory retirement of Commanders on the General List is 50. It is the Admiralty Board's intention that from 1st April 1973 the compulsory retirement age shall be 53 (except for Post List Officers who will retire at 50). The Admiralty Board has discretion to extend the service of General List officers not on the Post List up to age 53.

#### Lieutenant-Commanders

1. *Officers who entered the Royal Navy on or after 1st May*, 1957

The age for compulsory retirement of Lieutenant-Commanders on the General List is 50.

2. *Officers who entered the Royal Navy before 1st May*, 1957

Lieutenant-Commanders on the General List will normally be retired compulsorily at age 50. However, they may opt to be retired at age 45. Officers must express their choice (for whichever age they wish to retire) between the time of going overzone and their 43rd birthday, or exceptionally for an officer who is not overzone on his 43rd birthday, not later than his 44th birthday. Such retirement at age 45 will not be subject to the 7½ per cent reduction in retired pay applicable to voluntary retirements between the ages 40 and 50.

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An officer who opts to retire at age 45 may subsequently extend his service on the Active List up to the age of 50, subject to Service requirements.

### III. Instructor Officers

DIRECTOR OF THE NAVAL EDUCATION SERVICE

To be compulsorily retired on ceasing to hold the appointment or on attaining the age of 60 if not already superseded.

INSTRUCTOR CAPTAINS

The age for compulsory retirement is 55.

INSTRUCTOR COMMANDERS

The age for compulsory retirement is 52, except that ex-schoolmaster Officers will be retired at age 55.

INSTRUCTOR LIEUTENANT-COMMANDERS

The age for compulsory retirement is 48, except that ex-schoolmaster Officers will be retired at age 55.

### IV. Medical and Dental Officers

MEDICAL DIRECTOR-GENERAL (NAVAL)

To be compulsorily retired on ceasing to hold the appointment or on attaining the age of 65 if not already superseded.

SURGEON REAR-ADMIRALS

Retirement is at Defence Council discretion subject to the overriding age limit of 60.

SURGEON CAPTAINS

The age for compulsory retirement is 57.

SURGEON COMMANDERS

The age for compulsory retirement is 55.

SURGEON LIEUTENANT-COMMANDERS

The age for compulsory retirement is 48 or on completion of 16 years' full pay service, whichever is the later.

### V. Chaplains

CHAPLAIN OF THE FLEET

To be compulsorily retired on ceasing to hold the appointment or on attaining the age of 60 if not already superseded.

CHAPLAINS (ALL DENOMINATIONS)

1. *Chaplains who were granted pensionable commissions on or after 1st August,* 1962

Chaplains will normally be compulsorily retired on completion of total service, including service on a Short Service Commission, of 16 years. The maximum age of compulsory retirement for Chaplains who are retained after the completion of 16 years' service is 55.

2. *Chaplains who held permanent commissions before 1st August,* 1962

The normal age for compulsory retirement is 55 but Chaplains may be compulsorily retired at any time after reaching the age of 50, at Admiralty Board discretion.

### VI. Supplementary List Officers

The retirement ages for Officers holding permanent commissions on the Supplementary List are as for Officers of the same rank on the General List.

### VII. Special Duties Officers

COMMANDERS

Until further notice, retirement will be at age 50 but this may be extended to age 53 at Admiralty Board discretion.

LIEUTENANT-COMMANDERS AND LIEUTENANTS

The age for compulsory retirement is 50.

LIEUTENANTS (CAREERS SERVICE)

The age for compulsory retirement is 60.

## ROYAL MARINES

### I. General

The general rules governing the retirement of Officers of the Royal Navy apply equally to Officers of the Royal Marines.

### II. General List Officers

COMMANDANT GENERAL

The Commandant General will normally retire on ceasing to hold the appointment.

MAJOR-GENERALS

Major-Generals will normally retire on attaining two to four years' seniority in that rank unless further promoted.

COLONELS

*Colonels who entered before 1st May,* 1957, who are not selected for promotion, will normally be retired after completing 29 years' reckonable service for retired pay, but have the option to retire after completing 28 years' reckonable service.*

*Colonels who entered on or after 1st May,* 1957, will be compulsorily retired on reaching 51 years of age.

*Colonels* whom it is decided shall not be promoted to Major-General will be placed on the Retired List as soon as it is certain they will not be further employed.

LIEUTENANT-COLONELS

*Lieutenant-Colonels who entered before 1st May,* 1957, who are not selected for promotion, will normally be retired after completing 27 years' reckonable service for retired pay, but have the option to retire after completing 26 years' reckonable service.*

*Lieutenant-Colonels who entered on or after 1st May,* 1957, will be compulsorily retired on reaching 51 years of age.

*Lieutenant-Colonels* passed over for promotion will be placed on the Retired List as soon as it is certain they will not be further employed.

MAJORS

*Majors who entered before 1st May,* 1957, who are not selected for promotion, will normally be retired after completing 25 years' reckonable service for retired pay or at the age of 50, whichever is the earlier, but have the option to retire after completing 24 years' reckonable service.*

*Majors who entered on or after 1st May,* 1957, will be compulsorily retired on reaching 50 years of age.

CAPTAINS

*Captains who entered before 1st May,* 1957, who are not selected for promotion, will normally be retired after completing 24 years' reckonable service for retired pay, or at the age of 45, whichever is the earlier, but have the option to retire after completing 22 years' reckonable service.*

*Captains who entered on or after 1st May,* 1957 will be compulsorily retired at the age of 50.

* The Admiralty Board has discretion to extend the service of Colonels, Lieutenant-Colonels, Majors and Captains entered before 1st May, 1957, up to the new maximum retirement ages for officers of those ranks who entered the Service after 1st May, 1957.

The revised retirement ages become effective on 1st April, 1967. All officers are to inform the Commandant General Royal Marines whether they elect to retire at the lower or revised retirement age not less than three years before their original retirement date.

### III. Special Duties Officers

MAJORS, CAPTAINS AND LIEUTENANTS

As for Special Duties Officers of equivalent rank in the Royal Navy.

DIRECTORS OF MUSIC

The normal age for retirement is 50, but this may be extended to age 55 at Admiralty Board discretion.

LIEUTENANTS (CAREERS SERVICE)

The age for compulsory retirement is 60.

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# PENSIONS AND GRATUITIES TO WIDOWS AND DEPENDANTS OF NAVAL AND ROYAL MARINE OFFICERS

1. The award of pensions and allowances to the widows and dependants of officers whose deaths are, or were, attributable to service after 2nd September, 1939, is governed by the regulations of the Ministry of Pensions and National Insurance, which appear on page 48.

2. The following scheme of ordinary (i.e., non-attributable) pensions applies to the families of Naval and Royal Marine officers, provided that the husband was entitled to half pay or service retired pay, or if the husband dies while serving, would have been so entitled if he had been invalided on the day he died.

(*a*) For the widow—One-third of the husband's half pay or retired pay as defined in paragraph 3, or the rate provided for in paragraph 4, whichever is the more favourable.

(*b*) For each child under 18 years of age (unless motherless)—One-third of the widow's pension.

(*c*) For each motherless child—Two-thirds of the rate which the widow received or would have received.

3. For the purpose of paragraph 2 above, the rate of half pay or retired pay will be the rate (including Pensions Increase if any) which was in payment to the husband at the date of his death; or, if more favourable, the rate which would have been in payment at that date if he had not commuted any part of his half pay or retired pay and if he had already qualified for the Pensions Increase for which he would have been eligible had he reached the age of 60. When death occurs while serving, the rate will be the award which would have been made if the husband had been invalided on the date on which he died.

4. If the rates of pension calculated in accordance with paragraphs 2 and 3 above would be less than those set out below, the latter will be payable.

| *Widow of* | *Annual Rates* Under 70 | | *Aged 70 or Over* | |
|---|---|---|---|---|
| | £ | s. | £ | s. |
| Admiral of the Fleet | 750 | 7 | 773 | 11 |
| Admiral/General, R.M. | 637 | 17 | 661 | 1 |
| Vice-Admiral/Lieutenant-General, R.M. | 525 | 8 | 548 | 12 |
| Rear-Admiral/Major-General, R.M.<br>Chaplain of the Fleet<br>Captain, R.N., after six years' service<br>Colonel, R.M. | 450 | 8 | 473 | 12 |
| Captain, R.N., with less than six years' service<br>Lieutenant-Colonel, R.M.<br>†Chaplain with 22 years' service and aged 50 or more at date of retirement | 375 | 7 | 398 | 11 |
| Commander, R.N.<br>Major, R.M.<br>Chaplain with 14 years' service and over, unless qualified for the rates at† | 330 | 6 | 353 | 10 |
| Lieutenant-Commander, R.N.<br>Captain, R.M.<br>Lieutenant-Commander R.N. (S.D. List) who retired on or after 1st February 1966<br>Lieutenant-Commander, R.N. (S.D. List), after nine years' service in the rank who retired before 1st February 1966<br>Lieutenant-Commander (Branch List) R.N.<br>Captain, R.M. (S.D. List), after nine years' service in rank<br>Captain (Branch List), R.M.<br>Chaplain with 10 but less than 14 years' service | 270 | 3 | 293 | 7 |
| Lieutenant-Commander, R.N., (S.D. List), with less than nine years' service in the rank* who retired before 1st February 1966<br>Captain, R.M. (S.D. List), with less than nine years' service in the rank* who retired before 1st February 1966<br>Lieutenant, R.N. and R.M.<br>Lieutenant, R.N. and R.M. (S.D. List)<br>Lieutenant (Branch List), R.N. and R.M.<br>Senior Comissioned Officer (Branch List) R.N. and R.M. | 210 | 5 | 233 | 9 |
| Sub-Lieutenant, R.N. (S.D. List)<br>Second Lieutenant, R.M. (S.D. List)<br>Commissioned Officer (Branch List), R.N. and R.M. | 165 | 7 | 188 | 11 |
| | 120 | 4 | 143 | 8 |

* Widows of Officers serving as Captain, R.M. (S.D. List) or eligible for promotion thereto after less than eight years' service in the rank of Lieutenant under arrangements extant before 1st January, 1957, may, as a reserved right, be awarded a pension at the rate appropriate to a Captain R.M. provided that the husband's service as Captain amounted to at least one year more than the qualifying period for his automatic promotion to Captain (S.D. List).

5. The minimum period of service required will be as for service retired pay, viz., normally 16 years, or 10 years if the officer is invalided or dies while serving.

6. The assessment of rank (including credit for paid acting and temporary rank) will also be as for service retired pay.

7. If the death of the husband is due to service and the family is therefore awarded an "attributable" pension, an "ordinary" family pension will not be payable. Instead a "modified" family pension at one-half of the "ordinary" rate as given in paragraphs 2 or 4 will be awarded in addition to the "attributable" pension. The minimum award which will be payable to the widow of a Sub-Lieutenant (S.D.) and Second Lieutenant (S.D.) will be £67 17s., or £83 4s. if aged 70 or over. A child's "modified" pension will be one-third of the widow's "modified" pension. For motherless children the rate will be two-thirds of the "modified" pension which the widow received or would have received.

8. In addition to an ordinary or a modified pension, an age increase of up to £20 a year is payable to widows who have attained the age of 70 and whose husbands retired or died before 1 February 1962.

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**General Conditions for Award, etc.**

9. The marriage must have taken place before retirement (or, where there is subsequent re-employment entitling the member to a revision of his service retired pay, before the termination of the re-employment).

10. Pensions cannot be claimed as a right. In cases where the wife was separated from her husband, and in certain other circumstances, awards will be discretionary.

11. A widow's pension will cease on her remarriage, but, if she again becomes a widow, the award may be restored at the discretion of the Admiralty Board.

12. Children's pensions will be given where the widow is (or would, if living, have been) eligible for pension. In addition to children of the Officer, adopted children and step-children will, subject to certain conditions, be eligible. Pensions will be payable normally up to age 18 in respect of the children of Officers, but may be paid beyond those ages in certain circumstances (e.g. during further education).

**Gratuities to Widows, etc.**

13. This is a benefit for the widows of regular Officers who die while serving on full pay on the active list (including those serving on the Supplementary List, or on short service or extended service commissions).

14. The amount of gratuity will be as follows:—

(*a*) where a Terminal Grant or additional Terminal Grant would have been payable on invaliding, 90 per cent of the award to which the Officer would have been entitled at the time of his death.

(b) where no Terminal Grant would have been payable, the following scale to apply:—

| | £ |
|---|---|
| Less than 4 years' service .. .. .. | 325 |
| After 4 years' service .. .. .. | 425 |
| „ 5 „ „ .. .. .. | 525 |
| „ 6 „ „ .. .. .. | 625 |
| „ 7 „ „ .. .. .. | 730 |
| „ 8 „ „ .. .. .. | 840 |
| „ 9 „ „ .. .. .. | 950 |

Thence by increments of £110 for each additional year of service which would have reckoned for service gratuity.

15. Normally the gratuity will be payable in full to the widow. It may, however, be withheld or reduced where the widow was separated from her husband. Where there are children not dependent on the widow, part of the gratuity may be withheld from her and paid for the benefit of the children.

16. Where there are children but no widow, the gratuity may be paid in part or in whole, for the benefit of the children.

17. Children dependent on women members of the Forces who die while serving will similarly be eligible for gratuities in certain circumstances.



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# NAVAL COMPASSIONATE, GREENWICH HOSPITAL AND TRAVERS PENSIONS

## OFFICERS

1. Officers wishing to be considered for these pensions should apply to:—The Director of Greenwich Hospital, 13 Devonshire Square, London, E.C.2, who will furnish application forms.

2. Naval Compassionate, Greenwich Hospital, and Travers pensions may be awarded, at the discretion of the Admiralty Board, to retired permanent regular Officers of the Royal Navy or Royal Marines.
The number and amounts of such pensions will be regulated by the funds available for the purpose.

3. In considering applications, regard will be had to the following factors:—

(*a*) good service

(*b*) need

(*c*) misfortune, or other special circumstances (e.g., infirmity due to age).

4. The amount of a Naval Compassionate pension will depend on the circumstances of the case and the funds available, but will not normally exceed £100 per annum. In very exceptional circumstances, however, a larger pension may be awarded, but in no case exceeding £200 per annum.

5. Greenwich Hospital pensions will be awarded under the same general conditions as above; they will not exceed £100 per annum.

6. Travers pensions will also be awarded under the same general conditions to retired permanent regular Officers of the Executive Branch whose last rank on the Active List was Lieutenant or Lieutenant-Commander, or such other Executive Officers retired from these ranks as the Admiralty Board may decide. A Travers pension will not exceed £100 per annum.

7. Only in special circumstances may an Officer receive a Naval Compassionate pension and a Greenwich Hospital (or Travers) pension concurrently.
An Officer may not receive a Greenwich Hospital and a Travers pension concurrently.

8. All these pensions will be subject to review from time to time. A pension may be withdrawn at any time should the conditions under which it was granted cease to apply.

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# PENSIONS AND GRATUITIES TO NAVAL RATINGS (INCLUDING MEMBERS OF THE WOMEN'S SERVICES) AND ROYAL MARINES (OTHER RANKS)

## I.—General Regulations

1. The following Regulations are supplementary and subordinate to the Regulations for the award of Pensions or Gratuities in respect of Service or Disability published in Orders in Council.

2. All pensions are tenable only during good behaviour, and may be suspended or forfeited by reason of misconduct on the part of the pensioner, but the Secretary of State for Defence, at his discretion, may restore, either wholly or partially, any pension which has been suspended or forfeited.

3. Any pensioner who is convicted of a serious offence connected with the Service, e.g. obtaining payment of pension by false pretences, or of certain grave criminal offences, e.g. such as involve treasonable activities or embezzlement of public funds, will have his pension forfeited or suspended indefinitely. A pensioner who is convicted of any other criminal offence resulting in sentence of imprisonment exceeding 6 months will have his pension suspended during his imprisonment and restored on release, but restoration may be delayed for habitual offenders.

4. A pension may be restored and paid to, or applied for the benefit of the pensioner's wife, children, or other dependants, for the period of his imprisonment.

5. Any assignment, sale, or contract relating to a Naval or Greenwich Hospital pension is void.

6. When a pensioner who has commuted part of his pension re-enters the Royal Navy or Royal Marines and ceases to draw pension (thus counting the further time for increase of pension), he shall be required to refund the value of the commuted pension for the period of his re-employment. He shall be given the option of refunding the money by deduction from Naval pay whilst serving.

7. Pensioners in the categories enumerated below are paid quarterly in advance, but if they so desire payment may be made weekly in advance on the strict understanding that their choice of payment weekly, once made, is irrevocable:—

(*a*) Men pensioned before the 1st January, 1936.

(*b*) Continuous service ratings whose re-engagement to complete time for pension dated from not later than 30th September, 1935*; non-continuous service ratings serving on that date under an engagement which would enable them to complete 22 years' pensionable service; and all ranks of the Royal Marines who, not later than 30th September, 1935, re-engaged for a second period or completed 10 years' pensionable time by that date and declared in writing, not later than 30th September, 1935, their intention of re-engaging as soon as such re-engagement was open to them (provided, in each instance, that no break in service occurred on or after the 1st August, 1935).

8. The widows or legal representatives of pensioners to whom the provisions of paragraph 7 apply, may be allowed to receive their pensions up to the end of the quarter in which the pensioners died, provided such pensions shall not already have been paid, and provided there be no stoppage against the pension on account of maintenance in a hospital, or other reason. If any such pensioner shall have received his pension up to the end of the quarter in which he died, and his death takes place within 2 days from the end of the quarter, a month's pension may be paid to the widow on special authority from the Ministry of Defence.

9. All pensioners, other than those in the categories enumerated in paragraph 7, receive payment of pension weekly in advance. The pension of men finally entered, or re-entered, after a break of service, on or after 1st August, 1935, will cease at the end of the pension week on which death occurs but for all others the benefits mentioned in paragraph 8 may be allowed.

10. The arrangements for weekly payment in advance apply to pensioners resident in the United Kingdom, the Channel Islands and Eire. Pensioners resident abroad who do not wish, or are ineligible to receive payment of their pensions quarterly in advance, will, generally, be paid monthly in arrear.

11. Any pensioner guilty of violence or outrage towards any person employed in paying the pensioner, shall be punished by the loss of either a part or the whole of his pension, in addition to any other punishment which the law may inflict for such offence.

12. A pensioner who neglects to draw his pension for four successive quarters, will be struck off the pension list and not replaced unless he accounts satisfactorily for such omission, and the Ministry of Defence, at their discretion, will grant or withhold the arrears, or any portion thereof, but in no case will arrears be paid for a longer period than 2 years, unless the man shall have been serving in the Navy in a rating which entitled him to receive his pension while so employed.

13. No restriction is placed on Naval pensioners proceeding abroad but, except with the special permission of the Ministry of Defence, they may not draw their pensions if they acquire foreign nationality or serve under a foreign flag.

14. In special circumstances, and with the consent of the pensioner, the Ministry of Defence may order a man's pension, or any portion of it, to be paid to or on behalf of his wife, or, if he have no wife, to or for the benefit of his child or children.

15. An advance of naval pension, not exceeding six months, may be made to a pensioner for the purpose of assisting him to emigrate to any Commonwealth country. This advance is payable only when authorised by the Ministry of Defence.

## II.—Pensions and Gratuities for Long Service

### 1966 CODE

1. The provisions of the 1966 Pension Code apply to R.N. ratings, R.M. other ranks, W.R.N.S. ratings and members of the N.N.A.S. who were discharged to pension on or after 31st January, 1966 (cease pay date).

### PENSIONS

2. The minimum periods required to qualify for pensions are as follows:—

(*a*) *For Long Service Pension*—22 years' reckonable service from age 18.

(*b*) *For Service Pension on Invaliding*—12 years' reckonable service from age 18; to be eligible those invalided must, in addition to having rendered the minimum period of service, have also re-engaged to complete time for pension.

* This is deemed to include candidates for mechanician who had re-engaged for a second period of 12 years, and Yard Craft ratings with 10 years' pensionable service on 30th September, 1935.

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3. Except as provided in paragraphs 4 and 5 the rates of pension will be based on the length of reckonable service and on the highest paid rank held for an aggregated period of two years or more during the five years preceding termination of full pay service.

4. In the case of those invalided, pension may be based on the length of reckonable service and on the substantive rank held at the time of discharge, if this is more favourable than the rule in paragraph 3.

5. Where a rating or R.M. other rank has been disrated for misconduct or reverted for inefficiency or unsuitability during the five years preceding termination of full pay service and does not regain the rank, the rank on which pension is based on final discharge will be determined by the Ministry of Defence having regard to the circumstances of the case.

6. Those whose services are terminated for misconduct or for inefficiency within their own control and who have completed not less than 22 years' reckonable service may be granted such portions of the service pension and terminal grant assessed under paragraphs 3 to 10 as the Ministry of Defence may determine, but when the services are terminated for misconduct the amount will not in any event exceed 90 per cent of the award which would have been admissible had the discharge been on other grounds.

7. Subject to paragraph 10, the rates of pension will be calculated as follows:—

| | | Weekly: For each of the first 22 years of reckonable service | Weekly: For each additional year of reckonable service |
|---|---|---|---|
| | | s. d. | s. d. |
| *Men* | | | |
| Able Rating | or equivalent Royal Marine Rank | 3 0 | 6 0 |
| Leading Rating | | 3 10 | 7 8 |
| Petty Officer | | 4 10 | 9 8 |
| Chief Petty Officer | | 5 6 | 11 0 |
| Quartermaster Sergeant R.M. Recruiting Officer | | 6 0 | 12 0 |
| Regimental Sergeant Major R.M. | | 6 4 | 12 8 |
| *Women* | | | |
| Wren | or equivalent Naval Nursing Auxiliary Section Rank | 2 7 | 5 2 |
| Leading Wren | | 3 3 | 6 6 |
| Petty Officer Wren | | 4 1 | 8 2 |
| Chief Wren | | 4 8 | 9 4 |

8. *Addition for Aircrew Service.* For each year of reckonable service whilst employed on aircrew duties an addition may be made to the pension as calculated in paragraphs 3–7 as follows, subject to paragraph 10:—

| | Weekly s. d. |
|---|---|
| Pilots and Navigators .. .. | 1 1 |
| Other Aircrew Categories .. | 11 |

A Naval Rating Pilot if discharged unsuitable for aircrew duties after a minimum of 18 years' reckonable service will be eligible for a proportionate service pension on the normal scale plus the appropriate addition in respect of aircrew service.

9. *Addition for Commissioned Service.* Where a rating or R.M. other rank has had previous commissioned service an addition may be made to the pension as calculated in paragraphs 3–7 at the following rates for each year of commissioned service, subject to a maximum of six years such service and to the provisions of paragraph 10:—

Men .. 3s. 4d. } a week for each year of
Women .. 2s. 10d. } commissioned service

10. *Maximum Rates of Pension.* Rates of pension as provided for in paragraphs 3–7 will be subject to maxima of £17 9s. 0d. a week for men and £14 16s. 9d. a week for women. If additions are granted under paragraphs 8 and 9 the maxima will be £18 6s. 9d. a week for men and £15 11s. 10d. a week for women.

11. *National Retirement Pensions*

Men and women who (*a*) enter the Royal Navy on or after the 1st July, 1949, or (*b*) re-enter on or after the 1st July, 1949, after a break in service, except those who re-enter within 12 months of being invalided or those who have already been granted pension before re-entry, will have a deduction made from their pension at the rate of 4d. a week for each year of service; subject to a maximum of 16s. a week, on becoming eligible for a National Retirement Pension on attaining the age of 65, in the case of men, or on attaining the age of 60, in the case of women. No adjustment of pension will, however, be made in the case of pensioners living outside the United Kingdom and not actually receiving National Retirement Pensions.

Where men and women have been paying graduated contributions under the National Insurance Act, 1959, and are subsequently contracted out of the Scheme and cease to make such payments on undertaking to re-engage to complete time for pension, any graduated pension already earned will be payable at the due time. Service pension, however, will be abated from age 65 (60 for women) by the amount of any graduated pension earned by the contributions paid whilst in the Service as well as by part of the National Retirement Pension as provided above. Where, however, the graduated pension amounts to 2s. a week or less it will be ignored for this purpose.

12. *Commutation.* A pensioner who wishes to commute part of his pension may apply for permission to do so at any time, provided it is for a purpose which will be to his *distinct and permanent advantage.* Approval to commute is at the discretion of the Defence Council, or Admiralty Board on their behalf, on such terms and conditions as may be prescribed. Commutation is not permitted for investment, and not normally for the repayment of a bank loan, settlement of debts or reduction of a mortgage (but see paragraph 15).

13. The pensioner must have a good expectation of life. He will be called on to attend an examination by a service medical board, and will be required to meet any expenses involved. If he fails to reach the required medical standard he will either be refused permission to commute, or allowed to do so at a less advantageous rate, provided all other conditions are satisfied.

14. He will not be permitted to reduce his basic pension below 14s. 0d. a week, or 21s. 0d. in the case of Regimental Sergeant-Majors. Greenwich Hospital Special Pensions, Naval Disability Pensions, and additions to basic pensions awarded under the Pensions (Increase) Schemes cannot be commuted and cannot form part of the minimum basic pension to be retained uncommuted.

15. Pensioners who make application within 6 months of leaving the Service may (subject to medical fitness) be allowed to realise up to £600 for any one, or combination, of the following projects:—

(*a*) house purchase—deposit, legal fees, reduction of mortgage

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(*b*) purchase of furniture or other household necessities
(*c*) purchase of a motor vehicle if it is required in connection with the pensioner's business.

16. Application forms may be obtained from the Ministry of Defence, PDA(N), Branch 2B, Bath, Somerset. Applications from serving men are accepted only during the month preceding the date of final discharge, and no decision will be given until after discharge.

17. The commuted sum shall be calculated at a rate not exceeding that shown for this purpose in the tables below.

(a) *Pensions payable quarterly in advance*

| *Age between* | *Commutation for each £ of Pension* | *Age between* | *Commutation for each £ of Pension* |
|---|---|---|---|
| 35 and 36 | 14.481 | 63 and 64 | 8.850 |
| 36 „ 37 | 14.342 | 64 „ 65 | 8.579 |
| 37 „ 38 | 14.204 | 65 „ 66 | 8.304 |
| 38 „ 39 | 14.058 | 66 „ 67 | 8.028 |
| 39 „ 40 | 13.908 | 67 „ 68 | 7.752 |
| 40 „ 41 | 13.747 | 68 „ 69 | 7.476 |
| 41 „ 42 | 13.584 | 69 „ 70 | 7.201 |
| 42 „ 43 | 13.419 | 70 „ 71 | 6.935 |
| 43 „ 44 | 13.250 | 71 „ 72 | 6.669 |
| 44 „ 45 | 13.083 | 72 „ 73 | 6.408 |
| 45 „ 46 | 12.906 | 73 „ 74 | 6.155 |
| 46 „ 47 | 12.728 | 74 „ 75 | 5.906 |
| 47 „ 48 | 12.546 | 75 „ 76 | 5.667 |
| 48 „ 49 | 12.358 | 76 „ 77 | 5.438 |
| 49 „ 50 | 12.161 | 77 „ 78 | 5.212 |
| 50 „ 51 | 11.962 | 78 „ 79 | 4.998 |
| 51 „ 52 | 11.755 | 79 „ 80 | 4.792 |
| 52 „ 53 | 11.543 | 80 „ 81 | 4.604 |
| 53 „ 54 | 11.321 | 81 „ 82 | 4.384 |
| 54 „ 55 | 11.098 | 82 „ 83 | 4.167 |
| 55 „ 56 | 10.870 | 83 „ 84 | 3.934 |
| 56 „ 57 | 10.637 | 84 „ 85 | 3.707 |
| 57 „ 58 | 10.399 | 85 „ 86 | 3.500 |
| 58 „ 59 | 10.157 | 86 „ 87 | 3.301 |
| 59 „ 60 | 9.910 | 87 „ 88 | 3.114 |
| 60 „ 61 | 9.645 | 88 „ 89 | 2.923 |
| 61 „ 62 | 9.383 | 89 „ 90 | 2.731 |
| 62 „ 63 | 9.120 | | |

*Note.*—In the event of commutation taking place at a date following a date of payment of pension by less than six weeks, the above values will be reduced by 0.25.

(b) *Pensions payable weekly in advance*

| *Age between* | *Commutation for each £ of Pension* | *Age between* | *Commutation for each £ of Pension* |
|---|---|---|---|
| 35 and 36 | 14.356 | 54 and 55 | 10.973 |
| 36 „ 37 | 14.217 | 55 „ 56 | 10.745 |
| 37 „ 38 | 14.079 | 56 „ 57 | 10.512 |
| 38 „ 39 | 13.933 | 57 „ 58 | 10.274 |
| 39 „ 40 | 13.783 | 58 „ 59 | 10.032 |
| 40 „ 41 | 13.622 | 59 „ 60 | 9.785 |
| 41 „ 42 | 13.459 | 60 „ 61 | 9.520 |
| 42 „ 43 | 13.294 | 61 „ 62 | 9.258 |
| 43 „ 44 | 13.125 | 62 „ 63 | 8.995 |
| 44 „ 45 | 12.958 | 63 „ 64 | 8.725 |
| 45 „ 46 | 12.781 | 64 „ 65 | 8.454 |
| 46 „ 47 | 12.603 | 65 „ 66 | 8.179 |
| 47 „ 48 | 12.421 | 66 „ 67 | 7.893 |
| 48 „ 49 | 12.233 | 67 „ 68 | 7.627 |
| 49 „ 50 | 12.036 | 68 „ 69 | 7.351 |
| 50 „ 51 | 11.837 | 69 „ 70 | 7.076 |
| 51 „ 52 | 11.630 | 70 „ 71 | 6.810 |
| 52 „ 53 | 11.418 | 71 „ 72 | 6.544 |
| 53 „ 54 | 11.196 | 72 „ 73 | 6.283 |
| 73 and 74 | 6.030 | 82 and 83 | 4.042 |
| 74 „ 75 | 5.781 | 83 „ 84 | 3.809 |
| 75 „ 76 | 5.542 | 84 „ 85 | 3.582 |
| 76 „ 77 | 5.313 | 85 „ 86 | 3.375 |
| 77 „ 78 | 5.087 | 86 „ 87 | 3.176 |
| 78 „ 79 | 4.873 | 87 „ 88 | 2.989 |
| 79 „ 80 | 4.667 | 88 „ 89 | 2.798 |
| 80 „ 81 | 4.479 | 89 „ 90 | 2.606 |
| 81 „ 82 | 4.259 | | |

## TERMINAL GRANTS

18. Those eligible for a service pension will be awarded a terminal grant, in addition to the pension, at a rate equal to three times the annual value of the pension, a year for this purpose being reckoned as 52 weeks.

## GRATUITIES

19. Subject to the following provisions those discharged without entitlement to service pension, on or after 31st January, 1966, provided they have completed not less than 12 years' reckonable service, from the age of 18 or date of entry if later, may be awarded a service gratuity on the following scale:—

| | *Men's Scale* £ | *Women's Scale* £ s. |
|---|---|---|
| After 12 years' such service.. | 180 | 153 0 |
| „ 13 „ „ „ .. | 225 | 191 5 |
| „ 14 „ „ „ .. | 280 | 238 0 |
| „ 15 „ „ „ .. | 335 | 284 15 |
| „ 16 „ „ „ .. | 400 | 340 0 |
| „ 17 „ „ „ .. | 465 | 395 5 |
| „ 18 „ „ „ .. | 535 | 454 15 |
| „ 19 „ „ „ .. | 605 | 514 0 |
| „ 20 „ „ „ .. | 680 | 578 0 |
| „ 21 „ „ „ .. | 760 | 646 0 |

20. Those invalided without sufficient service to qualify for a service pension who have not less than three years' reckonable service from date of entry may be awarded a service gratuity on the following scale:—

| | *Men's Scale* £ | *Women's Scale* £ s. |
|---|---|---|
| After 3 years' such service .. | 60 | 51 0 |
| „ 4 „ „ „ .. | 70 | 59 10 |
| „ 5 „ „ „ .. | 85 | 72 5 |
| „ 6 „ „ „ .. | 95 | 80 15 |
| „ 7 „ „ „ .. | 105 | 89 5 |
| „ 8 „ „ „ .. | 125 | 106 5 |
| „ 9 „ „ „ .. | 140 | 119 0 |
| „ 10 „ „ „ .. | 160 | 136 0 |
| „ 11 „ „ „ .. | 170 | 144 10 |

Service given before the age of 18 years may be included as if it were reckonable service, subject, where such service is allowed to count to a maximum gratuity entitlement of £180 for men and £153 for women.

21. *Special Provision for Naval Aircrew Categories*

R.N. ratings who render or have rendered aircrew service, who are discharged without entitlement to service pension, *provided they have completed not less than 12 years' reckonable service from age 18 or date of entry, if later, will be eligible* for special gratuities at the following rates:—

| | |
|---|---|
| Pilots .. .. .. | At the rate of £62 a year of each year of aircrew service |
| Aircrewmen I .. .. | |
| „ II .. .. | |
| „ I (U) .. | |
| „ II (U) .. | At the rate of £50 a year for each year of aircrew service |
| Telegraphists (Aircrew) | |
| Naval Airman (Aircrew) | |
| Seaman U.C. (Aircrew) | |

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22. These special gratuities are in lieu of, not in addition to, the ordinary rates of gratuity in paragraphs 19 and 20 and are also subject to the general conditions given in paragraphs 24 to 27 for the payment of such gratuities. Ratings who have rendered both aircrew and other service will be awarded either a gratuity calculated at the special rates based on the limited period during which they have rendered aircrew service or a gratuity at the ordinary rates based on the whole of their reckonable service, whichever is the more to their advantage.

23. Should a rating be invalided while on aircrew service the minimum requirement of 3 years' service under paragraph 14 will not apply and the special gratuity appropriate to the length of aircrew service rendered will be awarded.

24. *Reckonable Service*

In calculating reckonable service for the purpose of service gratuities all satisfactory periods of service may be aggregated, subject to the provisions of the "5 year break" rule.

Where the total reckonable service is not in complete years the residual period of less than a year will be reckonable in calculating the amount of the gratuity. The award for the residual part of a year will be calculated, according to the number of days, as a proportion of the increase for the next complete year at the appropriate point on the scale.

25. *Voluntary Discharge*

Men discharged voluntarily will be eligible for gratuities under the same conditions as for men discharged on completion of engagement.

26. *Other Discharges*

Men discharged S.N.L.R. or for unsuitability, inefficiency or misconduct are not entitled to any gratuity, but, at the discretion of the Ministry, gratuities not in any case exceeding the rate which would have been payable on voluntary discharge, may be paid in special cases. If a naval rating or a Royal Marine dies whilst serving no gratuity will be payable.

27. *Reserved Rights*

Ratings serving on an engagement which commenced before 1st January 1956 have a reserved right to a service gratuity under an earlier pension code if they are discharged with between 10 and 12 years' reckonable service.

## III.—Disablement Pensions and Gratuities

1. The award of pensions and gratuities in respect of disablement attributable to service during the 1914/18 War and after 2nd September, 1939, is dealt with by the Ministry of Pensions and National Insurance. Information is given on page 48.

2. Awards in respect of disablement arising from service before the 1914/18 War and during the period 1st October, 1921 to 2nd September, 1939 are made by the Navy Department, Ministry of Defence, from which further information may be obtained.

## IV.—Long Service Pensions, Terminal Grants and Gratuities to Ratings of the Royal Navy Locally Entered at Hong Kong.

1. The provisions of this Section apply to all ratings locally entered at Hong Kong who were discharged from the Naval Service after 31st December, 1962 (cease pay date).

### Pensions

2. Service pensions will consist of the sum of elements for service and rank assessed at the following rates *and increased after assessment by* 33⅓ *per cent*:

| *Service Element* | *A week for each year of reckonable service* s. | d. |
|---|---|---|
| For the 1st to the 22nd year inclusive | | 9 |
| From the 23rd year onwards .. | 1 | 8 |
| *Rank Element* | | |
| For each year in the rank of | | |
| Leading Rating .. .. .. | | 2 |
| Petty Officer .. .. .. | | 2½ |
| Chief Petty Officer .. .. | | 4½ |

In assessing rank element all paid rank will be taken into account.

3. A service pension assessed as in paragraph 2 may be granted to a rating who is:—

(*a*) discharged, otherwise than for misconduct or inefficiency within his own control, if he has completed at least 22 years' reckonable service;

(*b*) invalided while serving on a non-continuous service engagement, provided he has completed at least 12 years' reckonable service.

4. Where a rating is discharged for misconduct or inefficiency within his own control the grant of a pension and its amount will be at Ministry of Defence discretion.

5. A rating may be allowed, subject to the approval of the Commander, Far East Fleet, or Commodore-in-Charge, Hong Kong, commutation in whole or in part of the pension for which he may be eligible under the above provisions. The lump sum payment where such commutation is allowed will be equal to ten times the annual value of the pension surrendered, provided the rating's age does not exceed 60 years. Where the age exceeds 60 years at the time of commutation, the lump sum will be reduced by 1/60th for each year or part of a year in excess of that age.

6. The provisions of Pensions Increase Schemes do not apply to pensions awarded under this Section.

### Terminal Grants

7. Ratings discharged with entitlement to a service pension under paragraph 3 will be awarded a terminal grant at the following rates *increased by* 33⅓ *per cent*:—

(*a*) Basic Grant (after 22 years' reckonable service)

| | £ |
|---|---|
| Able Rating .. .. .. | 41 |
| Leading Rating .. .. .. | 58 |
| Petty Officer .. .. .. | 75 |
| Chief Petty Officer .. .. .. | 91 |

(*b*) For each year of reckonable service beyond 22, the basic grant will be increased as follows:—

| | £ | s. | d. |
|---|---|---|---|
| Able Rating .. .. .. | 4 | 0 | 0 |
| Leading Rating .. .. | 5 | 0 | 0 |
| Petty Officer .. .. .. | 6 | 10 | 0 |
| Chief Petty Officer .. .. | 8 | 0 | 0 |

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8. Twenty-two years' service will normally be necessary for the basic rate. Men going to service pension with less than 22 years' service will be awarded one-twenty-second of the basic grant for each year of reckonable service subject to a minimum grant of £54 13s. 4d.

9. The terminal grant of a rating who is discharged for misconduct or inefficiency which is within his own control and is awarded a pension under paragraph 4 will be of such amount as the Ministry of Defence may determine.

10. Rank for assessing the grant will be the highest paid rank held for a period of two or more years during the five years preceding discharge.

GRATUITIES

11. Ratings discharged without entitlement to service pension may be awarded service gratuities assessed on the following scales *increased by* 33⅓ *per cent*:—

| | £ | s. | d. |
|---|---|---|---|
| *Normal Scale* | | | |
| After a minimum of 12 complete years' reckonable service .. .. .. | 35 | 0 | 0 |
| After 13 years' such service .. .. | 43 | 15 | 0 |
| „ 14 „ „ „ .. .. | 52 | 10 | 0 |
| „ 15 „ „ „ .. .. | 65 | 12 | 0 |
| „ 16 „ „ „ .. .. | 78 | 14 | 0 |
| „ 17 „ „ „ .. .. | 91 | 16 | 0 |
| „ 18 „ „ „ .. .. | 106 | 11 | 0 |
| „ 19 „ „ „ .. .. | 121 | 6 | 0 |
| „ 20 „ „ „ .. .. | 136 | 1 | 0 |
| „ 21 „ „ „ .. .. | 150 | 16 | 0 |
| *Invaliding Scale* | | | |
| After a minimum of 5 years' reckonable service .. .. .. .. | 10 | 10 | 0 |
| After 6 years' such service .. .. | 14 | 0 | 0 |
| „ 7 „ „ „ .. .. | 17 | 10 | 0 |
| „ 8 „ „ „ .. .. | 21 | 0 | 0 |
| „ 9 „ „ „ .. .. | 28 | 0 | 0 |
| „ 10 and up to 12 years' such service | 35 | 0 | 0 |

12. Where a rating is discharged for misconduct or for inefficiency within his own control the amount of the gratuity, if any, will be at Ministry of Defence discretion.

13. A service gratuity will not be payable when the rating re-engages for further service or is discharged for the purpose of giving further service in the Armed Forces.

14. If a rating dies while serving no gratuity will be payable under this Section.

15. Ratings, who on 31st March, 1958, were serving on an engagement which carried eligibility under previous regulations for a service gratuity at the 10 and 11 year points will continue to be eligible for a gratuity of £17 10s. 0d. or £26 5s. 0d. as appropriate if they are discharged before completing 12 years' reckonable service.

GENERAL

16. Reckonable service for the purpose of determining entitlement to pensions and gratuities and for assessing the rates will be as for Naval ratings generally. In calculating reckonable service all satisfactory periods of full pay service may be aggregated except that service preceding a five year interval in service will not be reckonable service unless specially so allowed by the Ministry of Defence. No period in respect of which a gratuity other than a War Gratuity has already been paid may be allowed to reckon unless such gratuity is repaid either as a lump sum or by deductions from pay.

17. Applications on Form S.409 for the award of service pensions and gratuities, accompanied by Service Certificates, completed as far as possible up to the anticipated date of discharge, are to be forwarded to the Principal Director of Accounts (Naval) not less than three months before the date of discharge. Authority for the payment of pension or gratuity will be issued by the Principal Director of Accounts (Naval) to the Cashier, H.M. Dockyard, Hong Kong.

18. Requests for commutation of pension under paragraph 5 should be submitted through the usual channels to the Commander, Far East Fleet. Where commutation is permitted, a copy of the Fleet Commander's approval is to be forwarded to the Principal Director of Accounts (Naval). Except where the award of pension has already been made, the approval of commutation should accompany the Form S.409. Payment will be authorised by the Principal Director of Accounts (Naval) in the manner described in paragraph 17.

## V.—Long Service Pensions and Gratuities to Ratings of the Royal Navy Locally Entered at Singapore

1. The provisions of this Section apply to all ratings locally entered at Singapore who were discharged from the Naval Service after 31st December, 1959 (cease pay date). The gratuity scale for ratings discharged after 31st January 1966 only are given.

PENSIONS

2. Service pensions will be assessed at the following rates:—

| *Rank* | *Monthly* *For each of the first 22 years of reckonable service* | *Monthly* *For each additional year of reckonable service* |
|---|---|---|
| | $ | $ |
| Able Rating .. | 2.60 | 3.80 |
| Leading Rating | 3.25 | 4.75 |
| Petty Officer | 4.15 | 6.05 |
| Chief Petty Officer | 4.95 | 7.25 |

Rank for the purpose of assessing pension is to be the highest paid rank held for an aggregated period of two years or more during the five years preceding termination of full pay service.

In the case of a rating who is invalided the pension may, if more advantageous, be assessed on his substantive rank at the time of discharge.

3. A service pension assessed as in paragraph 2 may be awarded to a rating who is:—

(*a*) discharged, otherwise than for misconduct or inefficiency within his own control, if he has completed at least 22 years' reckonable service;

(*b*) invalided while serving on a non-continuous service engagement, provided he has completed at least 12 years' reckonable service.

4. Where a rating is discharged for misconduct or inefficiency within his own control the grant of a pension and its amount will be at Ministry of Defence discretion.

5. The provisions of the Pensions Increase Schemes will not apply to pensions awarded under this Section but Cost of Living Additions in accordance with the scales obtaining from time to time as approved by the Federation of Malaysia for its own Armed Forces may be awarded.

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6. *Commutation*

On discharge, a rating is allowed, if he wishes, to commute up to 20 per cent of his basic pension at the following rate:—

| *Age between* | *Commutation for each $ of annual pension* |
|---|---|
| | $ |
| 30 and 31 | 14.356 |
| 31 and 32 | 14.217 |
| 32 and 33 | 14.079 |
| 33 and 34 | 13.933 |
| 34 and 35 | 13.783 |
| 35 and 36 | 13.622 |
| 36 and 37 | 13.459 |
| 37 and 38 | 13.294 |
| 38 and 39 | 13.125 |
| 39 and 40 | 12.958 |
| 40 and 41 | 12.781 |
| 41 and 42 | 12.603 |
| 42 and 43 | 12.421 |
| 43 and 44 | 12.233 |
| 44 and 45 | 12.036 |
| 45 and 46 | 11.837 |
| 46 and 47 | 11.630 |
| 47 and 48 | 11.418 |
| 48 and 49 | 11.196 |
| 49 and 50 | 10.973 |
| 50 and 51 | 10.745 |
| 51 and 52 | 10.512 |
| 52 and 53 | 10.274 |
| 53 and 54 | 10.032 |
| 54 and 55 | 9.785 |
| 55 and 56 | 9.520 |
| 56 and 57 | 9.258 |
| 57 and 58 | 8.995 |
| 58 and 59 | 8.725 |
| 59 and 60 | 8.454 |

GRATUITIES

7. Ratings discharged without entitlement to service pension and who have 10 or more years' reckonable service preceding discharge may be awarded service gratuities assessed as follows:—

*Discharged after 31st January, 1966*

| | | | | | | |
|---|---|---|---|---|---|---|
| After 10 years service | | | | | 520 | All ranks |
| ,, 11 | ,, | ,, | | | 1010 | |
| ,, 12 | ,, | ,, | | | 1370 | |
| ,, 13 | ,, | ,, | | | 1750 | |
| ,, 14 | ,, | ,, | | | 2000 | |

| | *Able Rating* | *Leading Rating* | *Petty Officer* | *Chief Petty Officer* |
|---|---|---|---|---|
| | $ | $ | $ | $ |
| ,, 15 ,, ,, | 2250 | 2500 | 2750 | 2870 |
| ,, 16 ,, ,, | 2750 | 3000 | 3250 | 3430 |
| ,, 17 ,, ,, | 3250 | 3500 | 3750 | 3985 |
| ,, 18 ,, ,, | 3750 | 4000 | 4250 | 4500 |
| ,, 19 ,, ,, | 4250 | 4500 | 4750 | 5000 |
| ,, 20 ,, ,, | 4750 | 5000 | 5250 | 5550 |
| ,, 21 ,, ,, | 5250 | 5500 | 5750 | 6100 |

8. Ratings who are invalided with more than five but less than ten years reckonable service may be granted a service gratuity of 86 Malaysian dollars for each year of reckonable service in excess of five years.

9. Where a rating is discharged for misconduct or for inefficiency within his own control the amount of the gratuity, if any, will be at Ministry of Defence discretion.

10. A service gratuity will not be payable when the rating re-engages for further service or is discharged for the purpose of giving further service in the Armed Forces.

11. If a rating dies whilst serving no gratuity will be payable under this Section.

GENERAL

12. Reckonable service for the purpose of determining entitlement to pensions and gratuities and for assessing the rates will be as for Naval ratings generally. In calculating reckonable service all satisfactory periods of full pay service may be aggregated except that service preceding a five year interval in service will not be reckonable service unless specially so allowed by the Ministry of Defence. No period in respect of which a gratuity other than a War Gratuity has already been paid may be allowed to reckon unless such gratuity is repaid either as a lump sum or by deductions from pay.

13. Applications on Form S.409 for the award of service pensions and gratuities accompanied by Service Certificates, completed as far as possible up to the anticipated date of discharge, are to be forwarded to the Principal Director of Accounts (Naval) not less than three months before the date of discharge. Authority for the payment of pension or gratuity will be issued by the Principal Director of Accounts (Naval) to the Cashier, H.M. Dockyard, Singapore.

## VI.—Service Gratuities to Goan Locally Entered Ratings of the Royal Navy

1. The provisions of this Section apply to Goan locally entered ratings discharged after 31st December 1964.

2. A rating who:

(*a*) is discharged after completing at least 22 years' reckonable service, provided he is not discharged for misconduct or for inefficiency within his own control; or

(*b*) is invalided whilst serving on an N.C.S. engagement after completing at least 12 years' reckonable service,

may be awarded a gratuity consisting of the sum of elements for service and rank, assessed as follows:—

*Service Element*

For each complete year of reckonable service

| | £ | s. | d. |
|---|---|---|---|
| From 1st to 22nd inclusive .. | 26 | 0 | 0 |
| From 22nd onwards .. .. | 43 | 6 | 8 |

*Rank Element*

For each complete year of reckonable service as

| | £ | s. | d. |
|---|---|---|---|
| Leading Rating .. .. .. | 5 | 15 | 7 |
| Petty Officer .. .. .. | 7 | 4 | 5 |
| Chief Petty Officer .. .. | 13 | 0 | 0 |

3. A rating who is discharged with less than 22 years' reckonable service may be awarded a service gratuity assessed on the following scales:—

*Normal Scale*

| | £ | s. | d. |
|---|---|---|---|
| After a minimum of 12 complete years' reckonable service .. | 46 | 13 | 4 |
| After 13 years' such service .. | 58 | 6 | 8 |
| ,, 14 ,, ,, ,, .. | 70 | 0 | 0 |
| ,, 15 ,, ,, ,, .. | 87 | 9 | 4 |
| ,, 16 ,, ,, ,, .. | 104 | 18 | 8 |
| ,, 17 ,, ,, ,, .. | 122 | 8 | 0 |
| ,, 18 ,, ,, ,, .. | 142 | 1 | 4 |
| ,, 19 ,, ,, ,, .. | 161 | 14 | 8 |
| ,, 20 ,, ,, ,, .. | 181 | 8 | 0 |
| ,, 21 ,, ,, ,, .. | 201 | 1 | 4 |

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*Invaliding Scale*

| | | | |
|---|---|---|---|
| After a minimum of 5 complete years' reckonable service .. | 14 | 0 | 0 |
| After 6 years' such service .. | 18 | 13 | 4 |
| „ 7 „ „ „ .. | 23 | 6 | 8 |
| „ 8 „ „ „ .. | 28 | 0 | 0 |
| „ 9 „ „ „ .. | 37 | 6 | 8 |
| „ 10 and up to 12 years' such service .. .. .. .. | 46 | 13 | 4 |

4. Reckonable service will be the same as for naval ratings generally. In calculating "reckonable" service all satisfactory periods of regular service may be aggregated except that service preceding a 5 year interval in service will not be reckonable service unless specially so allowed by the Ministry of Defence. No period in respect of which a gratuity has already been paid may be allowed to reckon unless such gratuity is repaid either in cash or by deduction from pay.

5. If a rating is discharged for misconduct or for inefficiency due to causes within his own control, the amount of the gratuity, if any, will be at the discretion of the Ministry of Defence.

6. A service gratuity will not be payable on discharge for the purpose of giving further full pay service in the Armed Forces.

7. If a rating dies whilst serving no gratuity will be payable.

## VII.—Locally Entered Ratings of the Royal Navy Disablement Pensions and Gratuities

1. The following arrangements are effective from 31st March, 1965, and apply to all R.N. Locally Entered ratings for whom no other specific arrangements have been made. They will, therefore, cover St. Helenian, Bantu, Somali, Goan, and Hong Kong ratings.

*Disablement Pensions and Gratuities Allowable for Attributable Invaliding.*

2. Disablement pensions for R.N. Locally Entered ratings will be at the rates shown below for total disablement, with proportionate reductions for smaller degrees of disablement.

(a) Where the degree of disablement is assessed at 20 per cent and upwards the invalid may be awarded a pension, either temporarily or permanently according to the circumstances of the case, on the basis of a maximum scale of 67s. 6d. a week for Petty Officers, 66s 3d. a week for Leading ratings and 65s. 0d. a week for lower ratings for total disablement (100 per cent); lower degrees of disablement carry proportionately reduced rates.

(b) If the degree of disablement be assessed at less than 20 per cent, the invalid may be awarded a gratuity appropriate to the degree of disability but not exceeding £219 18s.

(c) The award of disablement compensation is subject to the same conditions as for invalids generally.

*Gratuities for Minor Injuries for which Hurt Certificates are granted.*

3. Gratuities may also be granted on discharge at Ministry of Defence discretion in respect of slight permanent injury due to the service, for which a Hurt Certificate was granted, when discharge is totally unconnected with the injury, and any other compensation awarded is based on length of service only.

## VIII.—Ratings Locally Entered at Singapore Disablement Pensions and Gratuities

1. The following arrangements are effective from 1st January, 1960, in respect of attributable disablement:—

*Disablement Pensions*

2. Where the degree of disablement is assessed at 20 per cent or more, the rating may be awarded a pension, either temporarily or permanently according to the circumstances of the case. The following table gives the pension rates for 100 per cent disablement; lower degrees of disablement carry proportionately reduced rates:—

| *Rank* | *Monthly* $ |
|---|---|
| Able Rating .. .. .. .. | 70.00 |
| Leading Rating .. .. .. | 75.60 |
| Petty Officer .. .. .. .. | 81.20 |
| Chief Petty Officer .. .. .. | 86.80 |

The disablement pension is to be added to any service pension for assessment of cost of living allowance.

3. A monthly allowance may be paid in respect of a wife and/or up to six children. Where the husband's disablement is assessed at 100 per cent, the wife's allowance is $15.40 and each child's allowance $11.75, pro rata for other assessments. The allowance may be granted to children under the age of 17 and at the discretion of the Ministry of Defence to those over 17 who cannot support themselves because of an infirmity which arose before they reached that age, or as to students or apprentices.

4. Allowances may also be approved for treatment, constant attendance, wear and tear of clothing, lowered standard of occupation and education of children under the general conditions applicable to members of the Federation Armed Forces.

*Gratuities*

5. Where the degree of disablement is assessed at less than 20 per cent, the rating may be awarded a gratuity appropriate to the injury but not exceeding $1040, or a temporary allowance with or without a terminal gratuity.

## IX.—Greenwich Hospital Pensions and Benefits

### A.—Special Pensions and other Benefits of Greenwich Hospital

1. Under the Greenwich Hospital Act of 1869, Seamen and Royal Marines are admitted to the benefits of Greenwich Hospital. By the term "Benefits of Greenwich Hospital" is meant the grant of



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special pensions from the funds of Greenwich Hospital, to Seamen and Royal Marines of good character who have been discharged from Her Majesty's Service, and are permanently or temporarily unable to maintain themselves.

2. The undermentioned persons shall be considered eligible for the benefits of Greenwich Hospital if infirm or helpless, or permanently or temporarily unable to maintain themselves:—

Class I.—All seamen and marines who have been granted naval pensions for life.

Class II.—All seamen and marines who have served with good characters for 12 years continuously, or with short intervals.

Class III.—All seamen and marines who, having served for not less than 5 years (including Boy's service, if any) have been discharged as permanently unfit for Naval service.

Class IV.—All seamen and marines who were discharged or invalided on account of disease or injuries received as attributable to the service of the Crown.

Class V.—Seamen and marines whose claims may be considered special and exceptional, not coming within the above-mentioned classes.

3. Seamen and Royal Marines coming within any of the above classes, whose claims to the benefits of Greenwich Hospital have been allowed may, after examination and having regard to the applicants' means, be allowed special pensions from the funds of Greenwich Hospital not exceeding 5s. a day.

Special pensions may be drawn by men residing in the Commonwealth.

4. Civil and Army pensioners who, in consequence of naval or maritime service, may be eligible for the benefits of Greenwich Hospital, may be granted special pensions.

5. Time served in the Army shall not be allowed to reckon with subsequent naval service for the benefits of Greenwich Hospital.

6. Yard craft personnel and Riggers on the Wages List who have been granted superannuation, and were entered prior to 1st April, 1953, as well as those who have been granted naval pensions, or who have been pensioned under the old dockyard regulations, shall be considered eligible for all the benefits of Greenwich Hospital, but breakwater men are not eligible for those benefits.

7. *Persons ineligible.*—The following persons shall not be considered eligible for the benefits of Greenwich Hospital:—

(*a*) men who are materially able to contribute to their own support;

(*b*) men with less than 12 years' service, however old they may be, who were discharged in good health and do not come under Class V of paragraph 2;

(*c*) men whose general character has been inferior to "good" unless there are special circumstances;

(*d*) men in Public Assistance Institutions, unless the Authority concerned will allow the pensioner to retain the whole of the Greenwich Hospital Special Pension.

8. All applications for the benefits of Greenwich Hospital shall be made to the Director of Greenwich Hospital, 13 Devonshire Square, London, E.C.2. A medical survey will be held on each applicant under 70 years of age to ascertain the degree in which he can contribute towards his own support, and on this report a decision will be formed by the Admiralty Board as to the claims of the applicant upon the funds of Greenwich Hospital.

### B.—Pensions to Widows and Gratuities to Dependants

Under the Greenwich Hospital (Widows' Pensions and Dependants' Gratuities) Order, 1960, widows of Seamen and Marines may be granted pensions and Dependants may be granted gratuities subject to the following conditions:—

1. In cases of exceptional financial distress Pensions of up to 15s. per week may be granted by the Admiralty Board out of the funds of Greenwich Hospital to the widow of any person deceased, whether before or after the passing of the Greenwich Hospital Act, 1947, while serving, or having served, as a non-commissioned officer, Petty Officer or man of the Royal Navy or Royal Marines or of any naval reserve force. Awards of these pensions will be granted only in very exceptional necessitous circumstances.

2. Owing to the limited funds available for this benefit, the total number of awards in force at any one time will be small. Priority will be given to the following classes, and awards will normally be restricted to these classes:—

(*a*) widows of men who have given not less than 22 years' service in the Royal Navy or 21 years in the Royal Marines;

(*b*) widows of men who, having given a shorter period of service, died while serving, or were invalided.

Awards will be made on a temporary basis, and will be subject to periodical review at such intervals as the Admiralty Board may decide.

3. A widow in receipt of a pension in respect of the attributability of her husband's death to Her Majesty's Service will be ineligible for the above pension.

4. If a widow re-marries her pension will cease.

5. Pensions and allowances are tenable subject to good behaviour and are granted at the discretion of the Admiralty Board. They cannot be claimed as a right. Any assignment, sale or contract relating to a pension is void.

6. Widows without children under 15 years of age shall, if so required, be medically surveyed by an approved Surgeon and Agent in order to ascertain the degree, if any, and probable duration of any infirmity.

7. Widows will be required to make a declaration quarterly or whenever it be considered necessary, before a duly authorised person, as to their continued widowhood and distressed circumstances.

8. The number of Greenwich Hospital widows pensions in force shall be such number as the available funds of Greenwich Hospital may admit.

9. In the event of men specified in paragraph 1 of these Regulations dying as widowers or without having been married, but leaving parents or other relatives dependent upon them, gratuities not exceeding £50 may be given at the discretion of the Admiralty Board to such parents or relatives (provided the total expenditure on such gratuities shall not exceed in any one year the sum of £500). No gratuity will be payable in any case where the death of the man has been accepted as attributable to Service.

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# PENSIONS AND GRATUITIES TO THE WIDOWS, CHILDREN AND CERTAIN OTHER DEPENDENT RELATIVES OF NAVAL RATINGS AND ROYAL MARINES (OTHER RANKS)

*Attributable Pensions*

1. Awards in respect of deaths attributable to service after 2nd September, 1939, are governed by the regulations of the Ministry of Pensions and National Insurance which are shown on page 48. The regulations governing the award of pensions in respect of deaths attributable to the conditions of service between 1st October, 1921 and 2nd September, 1939, were last promulgated in the June 1956 edition of the Appendix to the Navy List.

*Service Pensions (Non-Attributable Death)*

2. The following scheme of ordinary pensions applies to the families of R.N. ratings and R.M. other ranks who gave service reckonable for pension after 31st August, 1950, provided that the husband was entitled to a service pension, or, if he dies while serving, would have been so entitled if he had been invalided on the day he died. The condition regarding service after 31st August, 1950, does not apply for widows of Regimental Sergeants-Major, R.M.

(*a*) For the widow—One-third of her husband's service pension as defined in paragraph 3, or the rates set out in paragraph 4, if more favourable.

(*b*) For each child under 16 years of age (unless motherless)—One-third of the widow's pension.

(*c*) For each motherless child under 16 years of age—Two-thirds of the rate which the widow received or would have received.

3. For the purpose of paragraph 2 above, the rate of service pension will be the rate which was in payment to the husband at the date of his death, with the addition of pension increase, if not already in payment, or, if he had commuted, the full pension with pension increase. When death occurs whilst serving, the rate will be the amount to which he would have been entitled if he had been invalided on the day of his death.

4. If the rates of pension calculated in accordance with paragraph 2 would be less than those set out below, the latter will be payable:—

| | *Pension (Weekly)* *Under 70* | *Aged 70 or Over* |
|---|---|---|
| | £ s. d. | £ s. d. |
| Regimental Sergeant Major, R.M. | 1 15 2 | 2 3 0 |
| Quartermaster Sergeant, R.M. | 1 12 6 | 1 19 9 |
| Chief Petty Officer/Colour Sergeant, R.M. | 1 9 11 | 1 16 8 |
| Petty Officer/Sergeant, R.M. | 1 6 0 | 1 11 10 |
| Leading Rating/Corporal, R.M. and below | 19 7 | 1 4 0 |

*Service Pensions (Attributable Death)*

6. If the death of the husband is due to service and the family is, therefore, awarded an "attributable" pension, an "ordinary" pension will not be payable. Instead a "modified" family pension at one-half of the "ordinary" rates as given in paragraphs 2 and 4 above will be awarded in addition to the "attributable" pension. In no case, however, will the "modified" family pension be less than the rates set out below:—

| | *Pension (Weekly)* *Under 70* | *Aged 70 or Over* |
|---|---|---|
| | £ s. d. | £ s. d. |
| Regimental Sergeant Major, R.M. | 1 3 5 | 1 8 8 |
| Quartermaster Sergeant, R.M. | 1 1 8 | 1 6 8 |
| Chief Petty Officer/Colour Sergeant, R.M. | 19 11 | 1 4 6 |
| Petty Officer/Sergeant, R.M. | 17 4 | 1 1 4 |
| Leading Rating/Corporal R.M. and below | 13 1 | 16 0 |

8. A child's "modified" pension will be one-third of the widow's "modified" pension. For motherless children the rate will be two-thirds of the "modified" pension which the widow received or would have received.

**General Conditions for Award**

9. A pension cannot be claimed as a right. It may be withheld or reduced at the discretion of the Admiralty Board if the wife was separated from her husband at the time of his death, and in certain other circumstances.

10. A widow is ineligible for a pension if the marriage took place after her husband's final discharge from pensionable naval service.

11. A widow's pension will cease on her re-marriage, but if she again becomes a widow, the pension may be restored at the discretion of the Admiralty Board.

12. Children's pensions will be given where the widow is (or would, if living, have been) eligible for pension. In addition to children of the rating or other rank, adopted children and step-children will, subject to certain conditions, be eligible. Pensions will be payable normally up to age 18 in respect of the children of Regimental Sergeants-Major, R.M., and up to age 16 in respect of the children of naval ratings and Royal Marines, but may be paid beyond those ages in certain circumstances (e.g. during further education).

**Gratuities to Widows, etc.**

13. This is a benefit for the widows of regular ratings and other ranks who die while serving or during re-employment.

The amount of the gratuity will be as follows:—

(*a*) where a Terminal Grant would have been payable on invaliding, 90 per cent of the Terminal Grant to which the rating or other rank would have been entitled.

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(*b*) where an additional Terminal Grant would have been payable on invaliding, 90 per cent of that amount.

(*c*) where no Terminal Grant would have been payable, the following scale to apply:—

| | £ |
|---|---|
| Less than 4 years' service .. .. .. .. .. .. .. .. .. .. | 120 |
| 4 years' service .. .. .. .. .. .. .. .. .. .. .. | 140 |
| 5 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 165 |
| 6 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 190 |
| 7 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 215 |
| 8 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 235 |
| 9 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 260 |
| 10 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 285 |
| 11 ,, ,, .. .. .. .. .. .. .. .. .. .. .. | 310 |

Thence by increments of £25 for each additional year of service which would have reckoned for service gratuity.

14. Normally the gratuity will be payable in full to the widow. It may, however, be withheld or reduced where the widow was separated from her husband. Where there are children not dependent on the widow, part of the gratuity may be withheld from her and paid for the benefit of the children. Where there are children but no widow, the gratuity may be paid in whole or in part for the benefit of the children. Children dependent on women members of the Forces who die while serving will similarly be eligible for gratuities in certain circumstances.

## GRATUITIES TO RELATIVES OF LOCALLY ENTERED RATINGS

*Attributable Death*

1. A pension or an allowance will not be issuable in respect of the death of a locally entered rating, but provided the conditions as regards relationship, ages of children, and dependency are satisfied, a gratuity of such amount as the Admiralty Board may decide, but not exceeding the amount of 2 years' pay attaching to the substantive rating and any Good Conduct badges held at the date of death, subject to a maximum of £315, assessed under normal conditions, may be granted to dependent relatives of a deceased rating whose death is certified by the competent medical authority to have been caused by the conditions of his service.

2. The following dependent relatives only will be eligible for consideration for the award of a gratuity:—

(*a*) Widow.

(*b*) Children, including step-children and illegitimate children, under 14 years of age.

(*c*) Parents who are in pecuniary need or are incapable of self-support through age or infirmity, and who were wholly or partly dependent on the deceased rating at the time of his death, provided that the deceased did not leave a widow or eligible child.

(*d*) Brothers and sisters who were largely dependent on deceased rating at the time of his death, provided that they are in pecuniary need, and provided that the deceased rating did not leave a widow or eligible child.

3. These arrangements apply to all locally entered ratings for whom no other specific arrangements have been made. They therefore cover Ceylonese, West Africans, St. Helenians, Bantus, Somalis, Goanese and Hong Kong ratings.

**Ratings entered at Singapore**

The grant of a pension or gratuity and the amount of the award will be at the discretion of the Admiralty Board.

*Attributable Death*

1. A pension may be awarded to the widow and/or other dependent relatives. The maximum awards payable to widows are as follows:—

| *Rank* | *Monthly rate of basic pension* |
|---|---|
| Able Rating | $56.00 |
| Leading Rating | $57.50 |
| Petty Officer | $58.50 |
| Chief Petty Officer | $60.00 |

2. An allowance of $16.80 a month may be paid in respect of each eligible child, or, in the case of motherless children, $21 a month up to the age of 15 and $30.80 a month above that age. An allowance of $40.60 a month may be granted to children over 17 who cannot support themselves because of an infirmity which arose before they reached that age.

Education allowance may be awarded.

3. Cost of Living Allowance is payable on dependent's pensions.

4. A Gratuity may be paid, in addition, to the widow of a rating who is killed in action or while fiying on duty, or who dies within 7 years of injuries sustained in such circumstances. The maximum gratuities payable are as follows:—

| *Rank* | *Gratuity* |
|---|---|
| Able Rating | $466 |
| Leading Rating | $513 |
| Petty Officer | $560 |
| Chief Petty Officer | $606 |

*Non-Attribntable Death*

When a rating dies while serving, his widow or other dependent relative may be considered for the award of a grotuity of up to the amount of his basic pay for one year. When a man dies within one year of discharge to pension an award may be made of up to one year's basic pay less any service pension paid.

## PENSIONS INCREASE SCHEMES

1. Pensions Increase schemes are introduced periodically with the object of making additions to existing pensions. The effect of the various schemes are briefly summarised here. This summary is not to be taken as superseding or overriding the regulations contained in the Orders-in-Council, which give full details of, and define precise conditions for, the issue of pensions increases.

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PENSION CATEGORIES TO WHICH THESE SCHEMES APPLY.

2. The main pensions to which these schemes relate are:—

(*a*) Officers' service retired pay, compassionate allowances and the service portion of disability retired pay.
(*b*) service retired pay and the service portion of disability retired pay of officers of the Women's Royal Naval Service and of Queen Alexandra's Royal Naval Nursing Service and Nursing Service Reserve and of the Naval Nursing Auxiliary Section.
(*c*) men's and women's service pensions, including elements for rank and age, and additions for war service.
(*d*) pensions payable under Order-in-Council of 23rd May 1952, and previous orders relating to Riggers, Yardcraft personnel and certain Shipwrights.
(*e*) pensions payable under appropriate Orders-in-Council relating to European and Indian members of the Hong Kong Dockyard Police, and European and Indian (or otherwise Asian) members of the Singapore Dockyard Police.
(*f*) family pensions.
(*g*) pensions for distinguished conduct. (Additions to pensions in respect of gallantry awards are, for the purpose of pensions increase schemes, regarded as forming a part of the pension to which they are attached).
(*h*) meritorious service annuities payable to Royal Marines when the recipient is also receiving another pension increasable under these schemes.
(*i*) Retired Officers' Naval Pensions and Good Service Pensions.
(*j*) any award increased or increasable under Orders-in-Council of 13th August 1920, or 8th December 1924.
(*k*) pensions of Officers and certain ratings of the Royal Fleet Auxiliary Service.
(*l*) service retired pay of Officers of the former Royal Indian Navy.

CONDITIONS OF ELIGIBILITY

3. Pensions to which these schemes relate may be increased provided:—

(*a*) the pensioner has reached the age of 60 years or, where the pension is a widow's pension, 40 years, or
(*b*) the pensioner, if receiving a pension as a child of a deceased officer, rating or other rank, is under 16 or, if over 16, is receiving full-time instruction in an educational establishment or is undergoing training for a trade, profession or vocation in circumstances that require him to devote the whole of his time to that training for a period of not less than two years; or
(*c*) the pensioner was invalided from naval service other than re-employed service; or
(*d*) the pensioner is a woman with at least one dependant who is wholly or mainly dependent on her and where the dependant's circumstances are the same as those of a pensioner defined at (*b*); or
(*e*) the pensioner is permanently incapacitated by physical or mental infirmity from engaging in any regular full-time employment.

METHODS OF COMPUTING INCREASES

4. The actual increases under each scheme are shown separately at the end of this section. They are subject to the following provisions:

(*a*) Where the increase is expressed as a percentage, it is applied to the sum of the basic pension and awards under all previous Pensions Increase schemes. Exceptionally the percentage increase under the 1956 scheme is applied only to the basic pension.
(*b*) In computing the increases under the 1959 and subsequent schemes, a fraction of a pound in an annual rate of pension is treated as a whole pound, and a fraction of sixpence in a weekly rate of pension is treated as a whole sixpence, for the purpose of the calculation only. The increase is added to the actual pension in payment.
(*c*) Where any part of a pension, which is increasable under a pensions increase scheme, has been commuted on or after the operative date of a particular pension increase scheme, it continues to be eligible for the increases due from the current and earlier (but not subsequent) pension increase schemes.
(*d*) The pension increases under the 1944–47 and 1952 schemes are subject to certain limitations at various points of the pension range. Where a naval pensioner is also in receipt of one or more of certain other public service pension, as defined by Order-in-Council, the pensions are aggregated for the purpose of determining the appropriate ceiling.

SPECIAL PROVISIONS

5. The retired pay and additional retired pay granted to officers in respect of certain salaried appointments for which provision is made in Orders-in-Council dated 13th December 1921, (No. 207*/CE), 26th May 1925 (No. 114A/CE), 23rd July 1931, (No. 96/CE), and subsequent amending Orders-in-Council may be increased as follows:—

(*a*) the retired pay earned by service on the active list is increased by the amount of pensions increases appropriate to the date of the officer's final retirement: the additional retired pay earned by service in the salaried appointment after being placed on the retired list is then added to the original retired pay, increased as above, and the whole amount treated as a civil pension dating from final retirement; but
(*b*) where the increase payable under (*a*) above is less than the increase that could be given solely on the rate of retired pay awarded for service on the active list, then the latter increase is to be given.

6. The pensions specified at sub-paragraphs 2 (*d*) (*e*) and (*k*) may be increased only by the extent to which a corresponding award under the Superannuation Acts would have been increasable under the appropriate Pensions (Increase) Acts.

DETAILS OF INCREASES

1944–47 AND 1954 SCHEME

7. This scheme applies to all awards made under regulations operative before 19th December 1945, except those awards specifically exluded from subsequent review.

8. The maximum increase admissible is as follows:—

| *Where the pension exceeds* | *But does not exceed* | *The amount of the increase will be* |
|---|---|---|
| — | £100 | 40 per cent of the pension |
| £100 | £133 6s. 8d. | £40 |
| £133 6s. 8d. | £200 | 30 per cent |
| £200 | — | £60 on all pensions |

9. Certain officers' retired pay based on rates authorised by Order-in-Council 4th May 1935 and certain pensions to Riggers, Yardcraft personnel and certain Shipwrights payable under Order-in-Council 27th October 1936, were awarded a special 10 per cent increase under this scheme which was not subject to the normal conditions of eligibility. The categories and their entitlement are defined precisely in Orders-in-Council 28th September 1944, 24th January 1945, 2nd April 1947 and 3rd June 1954. Awards under paragraph 9 to these categories are limited to the excess of these increases over the special 10 per cent increase.

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1952 SCHEME

10. In the case of pensions in categories 2 (*d*) (*e*) and (*k*), this scheme applies to awards beginning before 1st April 1952 and the increase will be as prescribed in paragraph 6.

11. The undermentioned increase applies to,

(*a*) all awards made under codes operative before 1st September 1950 for categories 2 (*a*) (*b*) (*c*) (*f*).
(*b*) all awards made in respect of service before 1st April 1947 for category 2 (*g*).
(*c*) all awards for categories 2 (*h*) (*i*) (*j*) (*l*).

12. The increase is as follows:

£26 a year, or in the case of pensions assessed at weekly or daily rates 10s. 0d. a week, but in no case is it to exceed one-third of the rate of pension including any increase granted under former schemes.

1956 SCHEME

13. In the case of pensions in categories 2 (*d*) (*e*) and (*k*) this scheme applies to awards beginning before 1st January 1950 where the pension is calculated on emoluments of £1,500 a year or more, and before 1st April 1954 in all other cases and the increase will be as prescribed in paragraph 6.

14. The undermentioned increase applies to,

(*a*) all awards made under codes operative before 1st January 1956 for categories 2 (*a*) (*b*) (*c*).
(*b*) all awards made to the remaining listed categories.

15. Except in the cases specified in paragraphs 16 and 17 below, the increase is 10 per cent of the basic pension, as described in paragraph 4 (*a*), but subject to a maximum increase of £100 a year.

16. In the case of Officers' retired pay assessed under regulations having effect from a date after 31st August 1950, where the award takes into account service in ranks or equivalent ranks above that of Commander, the increase shall be the following percentage of the basic pension:—

(*a*) Where the rate of retired pay takes into account less than 6 years' service as Captain R.N., or service as Lieutenant-Colonel, Royal Marines, 7½ per cent.
(*b*) Where the rate of retired pay takes into account over 6 years' service as Captain, R.N., or service as Colonel, Royal Marines, 5 per cent.
(*c*) Where the rate of retired pay takes into account service in a rank higher than Captain, R.N. or Colonel, Royal Marines, 2½ per cent.

*Note.*—For Paymasters, Barrackmasters and Quartermasters, Royal Marines, and for all Chaplains except Chaplains of the Fleet, the rate of percentage increase will, however, be determined as follows:—

| | |
|---|---|
| (1) If the rate of basic pension is £675 per annum or less .. | 10 per cent |
| (2) If the rate of basic pension is above £675 per annum .. | 7½ per cent |

17. In the case of family pensions awarded or assessed under regulations having effect from a date after 30th November 1952, the increase shall be 5 per cent of the basic pension.

1959 SCHEME

18. In the case of pensions in categories 2 (*d*) (*e*) and (*k*) this scheme applies to awards beginning before 2nd April 1957 and the increase will be as prescribed in paragraph 6.

19. The undermentioned increase applies to,

(*a*) all awards made under codes operative before 4th November 1958 for categories 2 (*a*) (*b*) (*c*) (*f*).
(*b*) all awards made to the remaining listed categories.

20. The appropriate percentage increase shall be as follows:—

(*a*) for pensions (other than family pensions) assessed in accordance with regulations which were in force before 1st April 1956, 12 per cent;
(*b*) for pensions (other than family pensions) assessed in accordance with regulations introduced after 31st March 1956, but excluding any awards made under regulations introduced on or after 4th November 1958, 4 per cent;
(*c*) for family pensions assessed in accordance with regulations which were in force before 4th November 1958, 10 per cent.

21. Where the service retired pay award to an officer retiring after 3rd November 1958, is assessed under regulations in force prior to 4th November 1958, but with an addition to that retired pay provided under regulations introduced on or after 4th November 1958, pensions increase under this scheme shall not be admissible. The officer, however, may be granted instead his service retired pay award with, in lieu of the said addition, the appropriate pensions increase thereon.

1962 SCHEME

22. In the case of pensions in categories 2 (*d*) (*e*) and (*k*), this scheme applies to awards beginning before 2nd April 1961 and the increase will be as prescribed in paragraph 6.

23. The undermentioned increases apply to,

(*a*) all awards made under codes operative before 1st January 1963 for categories 2 (*a*) (*b*) (*c*).
(*b*) all awards made to the remaining listed categories.

24. The increases comprise:

(*a*) the appropriate percentage, as set out in Clause 25 of the retired pay or pension being paid to the pensioner at the time when the increase becomes payable, including any pension increase awarded or admissible under former Pensions Increase Orders-in-Council; and
(*b*) the additional increase as set out in Clause 26 to all pensioners who receive the percentage in (*a*) and who either have already reached or subsequently attain the age of 70; provided that, in the latter case, the additional increase is to take effect and become payable only when the pensioner attains the age of 70.

25. The amounts of the percentage increases under sub-Clause 24 (*a*) are as follows:—

(*a*) Twelve per cent for—
  (1) the service retired pay or pension of officers of the Women's Royal Naval Service, Queen Alexandra's Royal Naval Nursing Service and Nursing Service Reserve and the Naval Nursing Auxiliary Section, and for men's and women's service pensions, and for family pensions, assessed in accordance with regulations which were effective before 1st April 1959.
  (2) the service retired pay or pension of officers (other than women officers and permanent and temporary officers on the Special Duties List in receipt of awards designated in sub-paragraph 25 (*b*) (1) following) assessed in accordance with regulations which were effective before 1st April 1960;
  (3) the family pensions of widows and children of naval ratings and Royal Marine other ranks awarded at minimum rates effective from 1st April 1959.
(*b*) Six per cent for—
  (1) the service retired pay or pension of women officers and permanent and temporary officers on the Special Duties List, if increased in accordance with regulations introduced with effect from 1st April 1959 and in force before 1st April 1960. Officers on the Special Duties List to whom this sub-Clause relates may however be granted instead service retired pay under regulations in force before 1st April 1959, with the appropriate pensions increase thereon;
  (2) men's and women's service pensions and the pensions named in sub-Clauses 2 (*g*)

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and (*k*) if assessed in accordance with regulations introduced with effect from 1st April 1959, and in force before 1st April 1962.

(*c*) four per cent for officers' service retired pay in the categories named in sub-Clauses 2 (*a*) and (*b*) assessed in accordance with regulations introduced with effect from 1st April 1960, and in force before 1st April 1962, whether or not the awards were made before the latter date.

(*d*) In the case of family pensions assessed under regulations introduced with effect from 1st April 1959, the same percentage as would have been awarded to the officer, rating or other rank from whose service the family pension derives, had he been alive on 1st January 1963, and the relevant conditions were satisfied; provided, however, that where it is more favourable a family pension may be increased instead by an amount equal to the amount by which the pension falls short of the minimum rate of family pension effective from 1st January 1963, which may be awarded in respect of an officer, rating or other rank of the same rank or rate. No increase to be awarded under this Schedule in respect of death on or after 1st January 1963.

26. (*a*) Subject to sub-Clause 26 (*b*) hereunder the additional increase under sub-Clause 24 (*b*) is as follows:—

(1) for pensions defined in sub-Clause 25 (*a*) £20 a year or, in the case of pensions assessed at weekly rates, 7s. 8d. a week;

(2) for pensions defined in sub-Clause 25 (*b*) £10 a year or, in the case of pensions assessed at weekly rates, 3s. 10d. a week;

(3) for pensions defined in sub-Clause 25 (*c*) £7 a year or, in the case of pensions assessed at weekly rates, 2s. 8d. a week;

(4) for pensions defined in sub-Clause 25 (*d*) the increase which would have been awarded to the officer, rating or other rank from whose service the pension derives, had he been alive on 1st January 1963, and of the same age as the pensioner; provided that, where an increase is granted to give a pension equivalent to a pension increased under sub-Clause 25 (*a*) the additional increase shall be as for a pension defined under sub-Clause 26 (*a*) (2) and provided that, where it is more favourable to the pensioner, additional increase may be granted instead of an amount equal to the amount by which the pension falls short of the minimum rate of family pension applicable to pensioners aged 70 years or more, effective from 1st January 1963, which may be awarded in respect of an officer, rating or other rank of the same rank or rate.

(*b*) No additional increase under this Clause is to exceed one quarter of the pension payable to the pensioner before receiving any increase payable under Clause 24.

Where a pensioner received more than one pension to which this Schedule applies, the aggregate increase under sub-Clause 24 (*b*) on all such pensions is to be restricted to the increase which would have been given on a single pension equal to their total and beginning at the time when the earliest of them began. The increase on each individual pension is to be calculated by dividing the aggregate increase between the pensions in proportion to the increases which would have been given apart from this restriction.

### 1966 SCHEME

27. In the case of pensions in categories 2 (*d*) (*e*) and (*k*) this scheme applies to awards beginning before 2nd April 1964 and the increase will be as prescribed in paragraph 6.

28. The undermentioned increases apply to,

(*a*) all awards made under codes operative before 1st January 1966 for categories 2 (*a*) (*b*) (*c*).

(*b*) all awards made to the remaining listed categories.

29. The amounts of the percentage increases are as follows:—

(*a*) Sixteen per cent for—

(1) the service retired pay or pension of officers of the Women's Royal Naval Service, Queen Alexandra's Royal Naval Nursing Service, and Nursing Service Reserve and the Naval Nursing Auxiliary Section, and for men's and women's service pensions assessed in accordance with regulations which were effective before 1st April 1959;

(2) the service retired pay or pension of officers (other than women officers and permanent and temporary officers on the Special Duties List in receipt of awards under paragraphs (A), (B) or (C) of Schedule III of Order-in-Council (No. 64* N.P.) of 24th March 1961), assessed in accordance with regulations which were effective before 1st April 1960;

(3) all family pensions awarded before 1st January 1966, at minimum rates effective before 1st January 1966.

(*b*) Twelve per cent for:—

(1) the service retired pay or pension of permanent and temporary officers on the Special List, if increased in accordance with the regulations in paragraphs (A), (B) or (C) of Schedule III of Order-in-Council (No. 64* N.P.) of 24th March 1961, and the service retired pay of women officers if awarded under the regulations in paragraph (D), of Schedule III of Order-in-Council (No. 64* N.P.) of 24th March 1961. Officers on the Special Duties List to whom this sub-paragraph relates may however be granted instead their service retired pay award, less the increase payable under Order-in-Council of 24th March 1961, with the appropriate pensions increase thereon;

(2) men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April 1959, and in force before 1st April 1962.

(*c*) Ten per cent for officers' service retired pay assessed in accordance with regulations introduced with effect from 1st April 1960, and in force before 1st April 1962, whether or not the awards were made before the latter date.

(*d*) Six per cent for:—

(1) Officers' service retired pay assessed in accordance with regulations introduced with effect from 1st April 1962, and in force before 1st April 1964;

(2) men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April 1962, and in force before 1st April 1964.

(*e*) Two per cent for:—

(1) the service retired pay of officers assessed in accordance with regulations introduced with effect from 1st April 1964, and in force until superseded by subsequent regulations;

(2) men's and women's service pensions if assessed in accordance with regulations introduced with effect from 1st April 1964, and in force until superseded by subsequent regulations.

(*f*) In the case of family pensions (except those for widows and children of Admirals of the Fleet) assessed as a proportion of the retired pay or pension of the officer, rating, or other rank from whose service the pension derives, the same percentage as would have been awarded to the officer, rating, or other rank from whose service the family pension derives, had he been alive on 1st January 1966, and the relevant conditions were satisfied: provided, however, that where it is more favourable a family pension may be increased instead by an amount

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equal to the amount by which the pension falls short of the minimum rate of family pension effective from 1st January 1966, which may be awarded according to the rank or rate for retired pay and pension purposes of the officer, rating, or other rank from whose service the pension derives.

(*g*) In the case of family pensions awarded to widows and children of Admirals of the Fleet, ten per cent for those pensions which were based on the rate of half pay of Admirals of the Fleet as provided for in Order-in-Council (No. 64* N.P.) of 24th March 1961, and two per cent for those pensions which are based on the half pay of an Admiral of the Fleet as provided for in Order-in-Council (No. 23* N.P.) of 26th March 1964.

## MINISTRY OF PENSIONS AND NATIONAL INSURANCE AWARDS IN RESPECT OF DISABLEMENT OR DEATH ATTRIBUTABLE TO SERVICE

1. Awards in respect of disablement or death of officers and ratings arising out of service during the 1914–18 War or service after 2nd September, 1939, are made by the Ministry of Pensions and National Insurance under the provisions of Orders in Council. Awards in respect of disablement or death arising from service before the beginning of the 1914—18 War or during the period 1st October 1921 to 2nd September 1939 are made by the Ministry of Defence.

2. An outline of the awards made by the Ministry of Pensions and National Insurance is set out for general guidance in the following paragraphs. Further information may be obtained from the local offices of the Ministry or from the Navy Department, Ministry of Defence. Copies of the regulations are also held by Family Welfare Sections and Royal Naval Hospitals.

*Awards for Disablement*

3. Disablement awards are payable on retirement or discharge from the Service as follows:—

(*a*) Where the degree of disablement is assessed at 20 per cent or more, an award will be made on the following basis:
(1) Officers eligible to receive service retired pay may receive an addition to their retired pay which varies with the degree of disablement but not with rank.
(2) Officers (other than those covered by (1)) and ratings receive disablement retired pay or pension varying with the degree of disablement and also with rank.
(*b*) Where the degree of disablement is assessed at less than 20 per cent a gratuity will be awarded according to the degree of disablement and rank.

4. Allowances are payable for a wife and/or dependent children. A disabled woman member may receive an allowance for a dependent incapacitated husband.

5. The following supplementary allowances may also be awarded in certain circumstances:—

Education allowance for children
Constant Attendance allowance.
Unemployability Supplement.
Comforts allowance.
Severe disablement occupational allowance.
Allowance for lowered standard of occupation.
Age allowance.
Allowance for wear and tear of clothing.
Treatment allowance.

*Awards for Death*

6. Pensions may be awarded to widows, to dependent incapacitated widowers, to parents and other dependants.

7. The rate of a widow's pension varies with the husband's rank. A special lower scale applies for the widows of ranks up to that of Commander who are childless and under 40 years of age. An Age Grant is payable in addition to pension to widows aged 70. The pension payable to a widower is based on dependency and need.

8. Allowances may be payable for the children of a deceased officer or rating and, in certain circumstances, for their education. Where a widow has an eligible child living with her she may also be awarded a rent allowance.

9. Pensions to parents and certain other relatives are payable where the claimant was dependent upon the deceased member; the rates vary according to need.

*Rights of Appeal*

10. There is a right of appeal to an independent Pensions Appeal Tribunal against decisions as to entitlement and assessment made under the regulations for the 1939–45 War and later, and in certain cases against the rejection of a widow's claim for pension in respect of her husband's service in the 1914–18 War. Where there are no formal appeal rights the claimant may ask for his case to be considered by an independent War Pensions Committee, which can make recommendations to the Ministry.

*Claims*

11. Officers and ratings who wish to make a claim for a disablement award should apply, either in writing to:—

The Controller,
Ministry of Pensions and National Insurance,
Blackpool Central Office,
Norcross,
Blackpool,
Lancs.

or in person to their local office of the Ministry, the address of which can be obtained from any Post Office. When an officer or rating is invalided from the Service his case is referred by the Navy Department, for consideration by the Ministry of Pensions and National Insurance.

### NAVAL AUXILIARY PERSONNEL SCHEME, 1964

1. Awards in respect of the disablement or death of naval auxiliary personnel attributable to detention or injuries sustained as a result of service since 3rd September, 1939, are made by the Ministry of Pensions and National Insurance under the War Pensions (Naval Auxiliary Personnel) Scheme, 1964.

2. The Scheme provides for naval auxiliaries and their dependants benefits similar to those provided for members of the Royal Navy. Further information may be obtained from the Ministry of Pensions and National Insurance or the Navy Department, Ministry of Defence.

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# OFFICERS EMPLOYED ON INSPECTION, RESEARCH, DESIGN AND EXPERIMENTAL ORDNANCE DUTIES, &c.—CONDITIONS OF SERVICE

The following regulations govern, with effect from 21st November, 1929, the conditions of service of Naval and Royal Marine Officers employed on Inspection, Research, Design and Experimental Ordnance Duties, etc., as indicated in paragraph 4 below. They do not apply to any civilians so employed.

1. Regulations relating to Recruitment and Probation have been omitted from this issue as recruitment under these conditions has ceased. Regulations for recruitment under a modified scheme are published from time to time in Defence Council Instructions (Royal Navy).

2. Officers holding permanent appointment under the scheme will not be eligible to revert to sea service or corps duty.

Officers will be interchangeable, so far as efficiency permits, between the various branches, though it is contemplated that some will display special capacity and preference for a particular branch, and it may prove to the advantage of the Service to allow such Officers to devote a large proportion of their service to that branch.

In order to give opportunity for judging the relative suitability of Officers for the various types of work for the first 8 years after the completion of the probationary period, Officers will normally be appointed for terms of 2 years only. Endeavour will be made to give each Officer one period in the Design and Research Departments, though the number of posts available will not permit this to be done in all cases.

Appointment to the senior posts and higher posts (paragraph 4) will be in vacancies, and will be made solely by selection.

After the initial 10 years mentioned above, all appointments will be normally for 4 years.

*Note.*—

(*a*) The number of posts permits of a proportion of Officers only obtaining higher posts. An Officer may hold one of the higher posts more than once, but only in exceptional circumstances will he hold one more than twice.

(*b*) The duration of all appointments will be subject to the exigencies of the Service, and while, in normal circumstances, the duration will be as given above, appointments may be curtailed or extended at the discretion of the Defence Council or Admiralty Board.

(*c*) Officers who hold Group (*C*) and Group (*D*) posts (paragraph 4) will not be eligible for further promotion under the scheme after they have attained the ages of 52 and 47 years, respectively.

Exceptions to this rule may be made at Defence Council or Admiralty Board discretion in the case of Officers who already held confirmed appointments on 21st November. 1929, in posts covered by the scheme, each case being considered on its merits. Exceptions may otherwise be made in very special cases where it is considered necessary in the interests of the Service to do so.

(*d*) Officers subject to this scheme will not be borne on ships books or included in Vote A, either during the probationary period or after. While still on the Active List they will be supernumerary to the establishments of Officers of their particular ranks.

3. *Rank, etc.*—The naval rank corresponding to each post is prescribed in paragraph 4. Precedence and control within the departments is determined by the post held.

Officers are to wear uniform only when serving with Officers of the Royal Navy, the Army or the Royal Air Force wearing uniform, or when otherwise required.

The uniform worn is to be that of the rank corresponding to the post (see paragraph 4).

The special grant of steps in rank after retirement (see paragraph 14) will be limited to what is required to give an Officer the rank corresponding to his grade (see paragraph 4).

A Lieutenant-Commander occupying a Group (*D*) post on retirement will remain a Lieutenant-Commander unless he is eligible for higher rank under the ordinary general naval rules in force.

Active Service Officers appointed to any of the posts in the ensuing paragraph, who do not already hold the rank appropriate thereto, will be given acting rank, as necessary, until placed on the Retired List.

A Captain R.M. serving in a Group (*D*) post will retain the rank of Captain for the duration of service in that Group. On promotion to a Group (*C*) post he will be given automatically the rank of Acting Major and this rank will be confirmed on reaching age 45.

None of the above conditions affects the pay of the Officers in question while employed, which is dealt with in paragraph 4.

Service in acting higher rank prior to retirement from the Active List will not be taken into account in assessing retired pay—see paragraph 11.

4. *Posts which may be filled by officers employed on Inspection, etc. Duties under these conditions of service.*—

*Group (A). Higher Posts*

*Rank*—If R.N.—Captain

If R.M.—Colonel

Chief Inspector of Naval Ordnance
Naval Members of Ordnance Board
Deputy Chief Inspectors of Naval Ordnance
Senior Naval Officer, R.A.R.D.E.
Chief or Deputy Superintendent of Ranges
Superintendent Proof and Experimental Establishments, Shoeburyness and Pendine
Superintendent Applied Ballistics Ordnance Board
Inspectors of Naval Ordnance

*Group (B). Senior Posts*

*Rank.*—If R.N.—Commander

If R.M.—Lieutenant-Colonel

Inspectors of Naval Ordnance
Ordnance Assistant (Armament Supply Department (Naval))
Naval Secretary, Ordnance Board
Deputy Superintendent (Naval), Proof and Experimental Establishment, Shoeburyness
Superintendent, Proof and Experimental Establishment, Inchterf
Ballistics Officer, D.W.Mat(N).
Assistants to C.I.N.O., D.R.A.R.D.E. and C.S., A.S.W.E.
Deputy Superintendent, Applied Ballistics, Ordnance Board
Posts in Ministry of Aviation

*Group (C). Senior Posts*

*Rank.*—If R.N.—Commander

If R.M.—Major

Deputy Inspectors of Naval Ordnance
Naval Ordnance Inspecting Officers
Naval Experimental Officers, Proof and Experimental Establishments
Assistants to C.I.N.O., C.S., A.U.W.E., Chief Superintendent of Ranges, D.R.A.R.D.E. and Superintendent Applied Ballistics, Ordnance Board

*Group (D). Junior Posts*

*Rank.*—If R.N.—Lieutenant or Lieutenant-Commander

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*Rank.*—If R.M.—Captain or Major

Naval Ordnance Inspecting Officers
Assistant Proof and Experimental Officers
Assistants to D.R.A.R.D.E. and President, Ordnance Board.

*Rates of Salary*

Chief Inspector of Naval Ordnance £4,500
Group A Officers £2,885 — £3,035 — £3,160 — £3,255 (maximum)
„ B „ £2,335 — £2,420 — £2,510 — £2,600 — £2,680 (maximum)
„ C „ £2,010 — £2,065 — £2,120 — £2,170 £2,240 (maximum)
„ D „ On entry £1,615 at age 28
£1,685 at age 29
£1,755 at age 30 or over
£1,815 — £1,885 — £1,950 (maximum)

*Note.*—The scales are not subject to provincial differentiation.

(*a*) In the event of circumstances leading to an Officer being appointed to a group (*C*) post after holding a group (*B*) post, he will be placed at the top of the group (*C*) scale. Officers transferred from one post to another of equal pay within the same group (*A*, *B*, *C* or *D*) will continue at their existing rate, counting former service in the group towards increments.

(*b*) The retired pay of retired Officers serving in any of these appointments will be suspended during such service.

(*c*) Officers employed in these appointments may receive an allowance of 12s. a day for each day on which they are required to serve at sea in a submarine.

5. *Remuneration during periods of temporary unemployment.* Officers on the Active List serving in any of these appointments will be eligible for pay at the rates appropriate to their substantive rank and seniority, and under the conditions applicable to Officers on the general Active List.

Officers on the Retired List will be eligible to receive pay at a rate equal to their retired pay plus the addition to retired pay, if any (see paragraph 11), for which they would have been eligible, if on the date of ceasing salary their services had been finally terminated at their own request.

6. *Counting of service for increase of retired pay.*—(*a*) All time in respect of which salary is drawn up to the ages of compulsory termination of employment and any further service up to the age of 60, shall count as full time for increase of retired pay. In the case of service between the age of compulsory termination of employment and age 60 the addition to retired pay will be calculated on either salary at the time of compulsory termination of employment or salary on completion of further service up to the age of 60, whichever is the more favourable.

(*b*) Time in respect of which unemployed pay or half-pay is drawn will, in the case of Officers on the Active List, count in the same manner as for Officers on the General Active List, and in the case of retired Officers be ignored.

7. *Leave.*—Leave up to six weeks per annum will be granted, subject to departmental requirements.

8. *Sick Leave.*—Sick Leave on full salary may be granted up to six months in any twelve months, subject to an over riding limit of twelve months in any four years. Ministry sanction must be obtained for the grant of sick leave in excess of three months in any period of twelve months (*see* also paragraph 9).

9. *Hospital, medical and dental treatment.*—Officers, whether on the Active List or Retired List, Royal Navy or Royal Marines, will be eligible for hospital, medical and dental treatment under Naval arrangements at the expense of Navy Votes. As the rates in paragraph 4 include an element for victualling (i.e., they are assessed on the basis that the Officers will have to make their own arrangements for food), a charge will be made for their maintenance while in hospital, so long as they continue to receive full salary. A sum equivalent to the current rate of provision allowance will be deducted from their salary for each day or part of a day in hospital. Officers who have exhausted the sick leave to which they are entitled (see paragraph 8) will, if on the Active List be placed on half-pay, and, if on the Retired List, on unemployed pay (see paragraph 5).

10. *Termination of employment.*—Employment under the scheme will terminate compulsorily at the following ages:—

| | |
|---|---|
| Higher posts .. .. .. | 57 |
| Senior posts .. .. .. | 55 |
| Junior posts .. .. .. | 52 |

except in the case of Officers already holding confirmed appointments in such employment on 21st November, 1929, where the Defence Council or Admiralty Board may decide to extend the age limit. Such extensions can be arranged only when suitable employment continues to be available, and each case will be considered on its merits, with due regard to the regulations formerly in force and to past practice in administering them. Under those regulations Officers are subject to a maximum retiring age of 60 if they have not previously been discharged to retired pay at their own request or for some other reason; and those appointed after September, 1925, were informed that they might normally expect employment to continue to the following ages:—

| | |
|---|---|
| Assistant Inspectors .. .. | 50 |
| Inspectors .. .. .. .. | 52 |
| Chief Inspector and Officer of the corresponding grade .. .. | 57 |

Officers may be unemployed for two consecutive years, but will not be eligible for further employment subsequently.

The employment of an Officer may be terminated at any time, if, in the opinion of the Defence Council or Admiralty Board, he has been guilty of misconduct, or has unsatisfactorily performed his duties, or is otherwise unsuitable, or is physically unfit for further service.

Voluntary termination of employment, which, if the Officer is on the Active List, must be accompanied by retirement therefrom, may be allowed at the discretion of the Defence Council or Admiralty Board.

They reserve to themselves the right to terminate an Officer's employment under this scheme if, having regard to the posts he has held and the necessity for providing opportunity for promotion of more junior officers, they are unable to offer him further suitable employment.

Officers may be re-employed at the discretion of the Defence Council or Admiralty Board beyond the ages for compulsory termination of employment.

11. *Retirement from the Active List and retired pay.*—Officers on the Active List serving in any of these appointments, if not previously retired at their own request or otherwise, will be transferred from the Active List to the Retired List, on reaching the age for compulsory retirement applicable to Officers on the Active List, but this will not necessitate termination of their employment nor entitle them to receive retired pay while still employed.

Service in acting higher rank, prior to retirement from the Active List for any cause, will not be taken into account in assessing any entitlement to retired pay, notwithstanding any provision to the contrary for officers on the general Active List.

In other respects, Officers whose employment under this scheme is finally terminated for any cause while on the Active List will be placed on the Retired List at once with the rate of retired pay for which they

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are eligible under the regulations applicable to Officers retired from the general Active List. Officers whose services are finally terminated under paragraph 10, either after two consecutive years of unemployment, or on account of unsatisfactory performance of their duties, or on account of unsuitability, will be granted the retired pay prescribed for retirement from the general Active List for similar reasons.

12. *Addition to retired pay of retired officers whose employment is finally terminated after retirement from the Active List.*—Officers whose employment is finally terminated after their retirement from the Active List may be granted, in addition to the retired pay earned by their service prior to retirement, an increase in retired pay in respect of their subsequent service calculated, irrespective of the appointment held, under the following regulations:—

I. Except as provided in Clause III below, Officers whose services are terminated—

(*a*) otherwise than for misconduct after 10 or more years' service subsequent to their retirement, or

(*b*) after less than 10 years' service subsequent to their retirement either at their own request, or for unsuitability, or for unsatisfactory performance of their duties,

may be granted an addition to retired pay, the rate of which will be calculated at one-sixtieth of the salary of the appointment held immediately prior to discharge for each complete year of their service after retirement, excluding any periods for which unemployment pay under paragraph 5 above may have been issued.

II. Except as provided in Clause III below, Officers whose services are terminated otherwise than for misconduct or any of the causes mentioned in Clause I (*b*) of this rule, and after less than 10 years' service subsequent to their retirement, may be granted an addition to retired pay, the rate of which will be calculated at one-fiftieth of the salary of the appointment held immediately prior to discharge for each complete year of service after retirement, excluding any periods for which unemployed pay under paragraph 5 above may have been issued, provided, however, that the addition to retired pay shall in no case exceed one-sixth of the salary of the appointment held immediately prior to discharge.

III. An Officer who on or after 1st April, 1919, has been retired from the Active List of the Royal Navy or Royal Marines with a special rate of retired pay higher than that permissible under the ordinary regulations applicable to Officers on the general Active Lists at the date of retirement for an Officer of like age, rank and service, will not, on the final termination of his employment, receive retired pay and addition to retired pay in excess of the greater of the two following sums:—

(*a*) The retired pay for which he would have been eligible had he, on retirement from the Active List of the Royal Navy or Royal Marines, been awarded the rate of retired pay permissible under the ordinary regulations in force at the date of such retirement for an Officer of like age, rank and service and permitted to count the whole of his subsequent service for addition to retired pay under Clause I or Clause II hereof, whichever be appropriate, and

(*b*) The actual rate of retired pay awarded to him on retirement from the Active List without any addition for subsequent service.

IV. Officers whose services are terminated on account of misconduct may be granted such rate of addition to retired pay, if any, as the Ministry of Defence, at its discretion, may see fit to award, provided that it be lower than the rate for which they would have been eligible if their services had been terminated for unsuitability or unsatisfactory performance of their duties.

13. *Non-effective benefits payable to those Officers who have retired from the Active List with gratuities only.*—The following regulations apply to those Officers appointed after 1st June, 1936, to the aforesaid posts who have retired from the Active List:—

A. with gratuities, only, under normal regulations,

B. with gratuities, only, under the Special Retirement Scheme (1934) laid down in Orders-in-Council dated the 26th day of February, 1934, and the 13th day of August, 1935.

I. *Service* for the purpose of these regulations shall be such service rendered in one or more of the aforesaid posts by an Officer after his retirement from the Active List as would have counted for increase of retired pay had the Officer retired from the Active List with retired pay. (See para. 6 above.)

II. Officers in both categories A and B above who fail to complete four years' service otherwise than on account of attributable disabilities shall not qualify for the award of retired pay, but shall be eligible on termination of service, at Ministry of Defence discretion, for gratuities only, at rates not exceeding £200 and £160 for each complete year of service, in lieu of the retired pay additions of one-fiftieth and one-sixtieth, respectively, prescribed in paragraph 12 above.

III. An Officer in category A above whose service is terminated on or after the completion of four years' service shall be eligible for service retired pay equal in amount to the additional retired pay which he would have been granted under the provisions of paragraph 12 above, had he retired from the Active List with retired pay; to which shall be added, if his service has been terminated on account of attributable disability, the appropriate disability addition prescribed in paragraph 15 below.

IV. An Officer in category B above whose service is terminated either:—

(*a*) on, or after, the completion of four years' service, or

(*b*) at any time, on account of attributable disability,

shall be eligible for service retired pay at the rate laid down in paragraph 12 III (*a*) above, *less* the annuity value, as determined by the Ministry of Defence, of the gratuity he received on retirement from the Active List; to which shall be added, in the case of (*b*), the appropriate disability addition prescribed in paragraph 15 below.

V. Officers in both categories A and B above whose services are terminated on account of misconduct may be granted such rate of retired pay or gratuity, if any, as the Ministry may see fit to award, provided that it be lower than the rate of retired pay or gratuity for which they would have been eligible if their service had been terminated for unsuitability or unsatisfactory performance of the duties.

VI. Widows' pensions and children's allowances at ordinary rates (see paragraph 16 below) shall be payable in respect of Officers in both categories A and B above, provided that a minimum of four years' service has been rendered and that the conditions, generally, governing such awards are fulfilled, notwithstanding the provisions of Clause 5 (*g*) of the Schedule of Order-in-Council dated the 25th day of June, 1925.

14. *Rank on the Retired List.*—Officers who on retirement hold, or who may subsequently be appointed to, a Higher Post under these regulations may, at the discretion of the Defence Council or Admiralty Board, be granted the rank or equivalent rank of Captain, R.N., or the rank of Colonel, R.M., on the Retired List, and, similarly, Officers who on retirement hold, or who may subsequently be appointed to, a Senior Post under these regulations

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may, at the discretion of the Defence Council or Admiralty Board, be granted the rank or equivalent rank of Commander, R.N., or the rank of Lieutenant-Colonel or Major, R.M., on the Retired List.

15. *Additional retired pay or disability retired pay on account of disablement attributable to the conditions of service.*—Officers, whether on the active or on the Retired List, serving in any of the appointments to which these rules apply, will be eligible at the discretion of the Ministry of Defence for additional retired pay or disability retired pay in respect of disability certified by the competent medical authority as attributable to the conditions of service, at the rates and under the conditions applicable from time to time to Officers on the general Active List.

16. *Pensions and other grants to widows and dependent relatives of deceased Officers.*—The widows and other dependent relatives of deceased officers, who have served in any of the appointments to which these rules apply, will be eligible, at the discretion of the Ministry of Defence, for the award of pensions or other grants under the regulations from time to time in force for Officers of the Royal Navy and Royal Marines, except that:—

(*a*) for the purpose of determining the eligibility of any applicant for a pension or other grant, service on the Retired List in an appointment to which these rules apply will be regarded as equivalent to service on the Active List, and .

(*b*) the pension or other grant shall be assessed as follows:—

Higher Posts—As for Captain R.N.

Senior Posts—As for Commander R.N.

Junior Posts—To remain on the basis of the highest rank held on the Active List.

17. *Removal and travelling expenses.*—Removal expenses, when allowed, are payable under the Regulations applicable to civilian officers, which are contained in the Non-Industrial Staff Regulations (B.R. 2103). They are not payable:—

(*a*) on first appointment under this Order;

(*b*) on transfer at own request or for misconduct;

(*c*) on retirement.

18. *Official residence or quarters.*—Officers appointed under the provisions of this Order may be called upon to occupy an official residence or quarters, and in such an event they will be required to pay an appropriate rent under the rules applicable to civilian officers.

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# REGULATIONS RELATING TO THE EMPLOYMENT, &c., OF OFFICERS ON THE RETIRED AND EMERGENCY LISTS

*Note (A).—Officers on the Retired and Emergency Lists are reminded that they are under a continuous liability for Naval Service, if so required, on mobilisation. Before undertaking any Civil employment which would interfere with their immediate readiness for service, Officers should ascertain whether the Ministry of Defence is prepared to grant them exemption from Naval Service, either for a limited period or permanently. For Officers under the age of 60 such exemption will only be approved in special cases, and applications received in time of emergency when mobilisation is expected, or has been ordered, will not be entertained.*

*Note (B).—The regulations concerning payment of Service retired pay during re-employment in peacetime and time of emergency, and as regards further awards of Service retired pay, terminal grant, or additional terminal grant or service gratuity following such re-employment, are given in the section on retired pay. They should not be confused with the rules regarding payments for attendance at, or in connection with, committees under the Ministry of Defence or for special duties, given in paragraph 8 below.*

1. *General.*—Her Majesty has the power to call all Retired Officers into active employment in case of war or emergency, but the first selection for employment will be made from those who are below the age of 60.

Lists of Retired Officers are kept at the Ministry of Defence. On retirement, officers are to report their private addresses to the undermentioned authorities:—

(*a*) All Naval Officers other than those in categories (*b*) and (*c*) below:—Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1.

(*b*) Medical, Dental and Wardmaster Officers:—Medical Director-General (Naval), Empress State Building, London, S.W.6.

(*c*) Royal Marine Officers:—Commandant General Royal Marines, Old Admiralty Building, Whitehall, London, S.W.1.

Any change of address is to be similarly reported.

As a general rule Officers retired on account of physical unfitness are included with a view to employment on such service as they may be fit to perform.

Officers on the Retired List or Emergency List who are not on active service are asked to notify the Ministry if they intend to visit countries *outside* the Commonwealth and Colonies, the N.A.T.O. area, the Irish Republic, Switzerland, Spain or South Africa, or to be absent from the United Kingdom for more than one month (Q.R. & A.I., 0915), unless they have been notified of a requirement to seek permission before proceeding abroad.

2. *Retired and Emergency List Officers re-employed in an emergency:—*

*Pay and Allowances*

(*a*) Retired Flag Officers and Officers of equivalent rank will receive pay of the rank in which they are appointed to serve, together with allowances appropriate to that rank. Where appointed to serve in a rank below Flag rank, they will receive the maximum rate of pay in the rank in which serving. During periods of sick leave, or other intervals between effective appointments, the rates of pay and allowances will be those last in issue, unless instructions to the contrary are issued by the Ministry.

(*b*) Retired Officers and Officers on the Emergency List of the rank or relative rank of Captain, R.N., or below, will receive pay on the scale appropriate to the rank held on the Retired or Emergency Lists, irrespective of the rank in which serving, time served on pay in that rank being reckoned for the purpose of increments of pay. A retired Officer or an Officer on the Emergency List of the rank or relative rank of Captain, R.N., or below, who is re-employed in a rank lower than that last held on the Active List, will receive allowances at the rates appropriate to the last rank held on the Active List. A retired Officer of the rank or relative rank of Captain, R.N., or below promoted on or after retirement, and re-employed in a rank lower than that held on the Retired List will receive allowances at the rates appropriate to the rank in which he is serving, except that allowances for which he would be ineligible if serving in the rank held on the Retired List will not be payable. This provision also applies to an Officer promoted after being placed on the Emergency List and re-employed in a lower rank than that held on that list.

(*c*) Retired and Emergency List Officers who are granted acting rank higher than that held on the Retired or Emergency Lists will receive pay and allowances of the higher rank under the conditions applying to Active List Officers.

(*d*) In all cases the scales of pay and allowances will be those in force at the time for corresponding Officers on the Active List.

(*e*) An Officer will be eligible to receive a rate of pay equivalent to the rate of service retired pay (or the service element of disability retired pay or pension) if more to his advantage than the rate of pay payable under clauses (*a*) and (*b*).

(*f*) No reduction from pay will be made in respect of any gratuity awarded on retirement or discharge.

(*g*) In the case of Officers who have retired without retired pay and Officers on the Emergency List, neither time nor promotion after retirement will qualify for retired pay or retiring gratuity.

3. *Officers retained in employment beyond the age set for compulsory retirement.*—Such Officers will be treated as retired Officers re-employed.

4. *Promotion.*—Officers called from the Retired List during war or emergency may be dealt with as regards promotion under the regulations which are in force at the time for Officers of the same class on the Active List, in so far as promotion is dependent on service.

Such Officers may also be promoted at the discretion of the Defence Council or Admiralty Board irrespective of the regulations governing the promotion of Officers on the Active List, provided that such special promotion does not extend to the granting of Flag rank or of any equal relative rank. As a rule, however, such step in rank will not be granted until the Officer has ceased re-employment.

5. *Instruction*

(*a*) Retired Officers who have been selected to fill appointments in time of emergency will undergo instruction as may be necessary to qualify them for the duties of the posts they will be required to take up. While undergoing such instruction they will receive pay as in paragraph 2 (without command money or equipment allowance), and allowances of their corresponding ranks on the Active List. The time served will count for increase of full pay.

(*b*) Officers will not, however, be detailed for courses of instruction in time of peace except with their own consent.

6. *Uniform.*—Officers re-employed after a break in service will receive a uniform grant of £10 towards the cost of bringing their uniform up to the prescribed scale. An additional grant may be paid to officers whose break in service is four years or more.

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Officers will wear the uniform of the rank in which they serve (see following paragraph).

7. *Rank and Command.*—Subject to the following provisions as to the right of command, steps in rank given on or after retirement will confer the right to the title, and other advantages of the higher rank.

In cases where a step or steps in rank have been granted automatically by virtue of and in strict seniority, the Officers shall take command according to their seniority on the Retired List, subject to the conditions that Captains retired from that rank shall in no case take command over an Officer on the Active List of Flag Officers, or over one who has retired from the Active List of Flag Officers.

In other cases steps in rank given on or after retirement shall not give the right of command amongst Naval Officers, which shall be governed by the date of commission in the rank held on the Active List at the date of retirement.

(*Note.*—For regulations regarding widows' pensions, etc., including the effect of total or partial commutation of retired pay, see appropriate sections of the Appendix.)

8. *Retired Officers employed as members of committees or on special duties under the Ministry of Defence.*

(*a*) Officers on retired pay employed as members of committees under the Ministry will be paid:—

(1) their actual reasonable travelling expenses in attending the meetings of, or when employed on special duties connected with, the committee. Whenever practicable travelling warrants should be used for the journey, but when warrants are not used, the number of the railway ticket purchased should be stated. In the absence of this information, only the cost of a Government rate journey will be allowed;

(2) the difference between pay and retired pay for those days on which Officers attend the meetings of the committee, or are employed on special duties connected therewith, including the days occupied in travelling from the Officers' residences and back;

(3) subsistence allowance in accordance with current regulations, when employed at a distance from their residences for those days on which they attend the meetings of the committee, or are engaged on special duties connected therewith, including the days occupied in travelling; but should the service on which they are employed entitle them to the allowance for more than fourteen nights consecutively at the same place, a reduction of one-third will be made in the allowance during any further stay in that place;

(4) should Officers' residences be at such a distance from the places at which the committee meets that the expense of going there and returning between the dates of any two consecutive meetings would be greater than that of remaining in the vicinity and receiving the pay and allowances they are entitled to whilst actually attending the committee, Officers are to adopt the latter course, acquainting the president of the committee of the facts, and reporting the same to the Ministry of Defence in forwarding their claims for payment.

(*b*) Officers on retired pay while employed on special duties under the Ministry (except Officers employed by the Hydrographer of the Navy, for whom see clause (*f*) below), will be paid in accordance with this article, the days of employment on special service being taken as answering to those of attendance on committees.

(*c*) Officers on retired pay, when called upon to give evidence before committees assembled at a distance from their residence, will be repaid their actual reasonable travelling expenses, subject to the proviso in the second paragraph of clause (*a*) (1), and will receive subsistence allowance, as specified in clause (*a*) (3) and (4).

(*d*) All claims are to be made by the respective Officers in detail, and, for employment on a committee, the claim of each Officer must be certified by the president or chairman, stating the number of days and dates on which the Officer actually attended a meeting, or was employed on special duties connected with the committee.

(*e*) Claims which should if possible be made out on Form S.542 (Travelling Expenses Claim) are to be forwarded to Principal Director of Accounts (Naval), Branch 2.

(*f*) Retired Officers engaged under the Hydrographer's directions in compiling Hydrographic publications will be paid at rates as may be authorised from time to time.

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# R.N. EMERGENCY LIST

*Note.—These regulations are issued for the general information of Officers on the Emergency List. It should however, be understood that they are liable to revision, and any alteration made will be applicable in the case of all Emergency List Officers re-employed.*

### Officers Eligible

1. In order that the State may not lose altogether the advantages which it has the right to expect in return for the expenses incurred in the training of Officers, a list of Officers eligible for employment in an Emergency, known as the R.N. Emergency List, has been established, and the Admiralty Board expect that all Officers who are released from the Active List for private reasons should be prepared to enrol their names on this List.

2. Officers leaving the Active List on completion of their Supplementary List Short Service or Extended Service engagements will, however, be placed on the List in all cases and be liable for service in war or emergency during the subsequent two or more years required by the terms of their engagement. At the end of that period they may volunteer to continue on the Emergency List, subject to the condition in paragraph 3.

3. Engineer Officers who apply under paragraph 1 above, will only be placed on the List if their profession continues to be connected with mechanical engineering. The nature of their employment or intended employment should be stated by candidates when volunteering, and also, if enrolled, once a year after their names are placed on the List. In the same manner Medical and Dental Officers will only be enrolled if they continue to practise their profession. The nature of their work should be reported annually. This rule will also apply to Officers mentioned in paragraph 2 if they volunteer to serve for a further period on the Emergency List after completing their original contract.

4. Officers on the Emergency List are to report any change in their address and before proceeding abroad they must obtain the approval of the Ministry of Defence.

5. Before Officers on the Emergency List enter into any engagement under or on behalf of Foreign Governments or accept any form of employment which may take them away from the United Kingdom, thus rendering them not available for service in Her Majesty's Fleet at short notice, they must first obtain the approval of the Ministry of Defence.

6. Any Officer who has voluntarily joined the Emergency List and subsequently withdraws will be required to resign his Commission.

7. The names of Emergency List Officers are shown in the Retired Section of the Navy List.

### Conditions of Service

8. Officers whilst enrolled are allowed to retain their Commissions. They may wear the Uniform of their rank on the Emergency List (or War Service Rank if such has been granted), subject to permission being obtained from the Ministry. They do not receive pay, or pension, when not employed.

9. Officers selected to fill appointments to be taken up in time of war or emergency may be required to undergo such instruction as may be considered necessary to fit them for the duties they will be called upon to perform. Attendance at such courses of instruction will be under the following regulations:—

(*a*) The pay will be as under paragraph 10.

(*b*) Travelling expenses incurred in attending the courses will be allowed.

(*c*) Plain clothes may be worn, and no allowance for outfit will be given.

(*d*) Accommodation when available will be provided if desired.

10. *Pay and Allowances.*

(*a*) When employed, Officers will receive pay on the scale appropriate to the rank held on the Emergency List, time served on pay in that rank being reckoned for the purposes of increases of pay. The scale to be that in force at the time for corresponding Officers on the Active List. No bonus on full pay is payable.

(*b*) An Officer promoted after resignation and re-employed in a rank lower than that held on the Emergency List to receive allowances at the rates appropriate to the rank in which he is serving, except that allowances for which he would be ineligible if serving in the rank held on the Emergency List, will not be payable.

(*c*) An Officer re-employed in a rank lower than that last held on the Active List, will receive allowances at the rates appropriate to the last rank held on the Active List.

(*d*) Neither time nor promotion after retirement will qualify for retired pay or retiring gratuity.

### Uniform

11. Officers who are recalled for full time service in time of national emergency will receive a uniform grant of £10 for the purpose of bringing their uniform up to scale. If the interval between their last day of paid active service(*) and their date of rejoining is four years or more, they may claim a refund of expenditure in excess of £10, necessarily incurred in bringing their outfits up to the required scale within the limit of the full value of that scale as assessed by the Ministry.

* Terminal Leave will be regarded as "active service" for this purpose.

### Promotions

12. Officers called from the Emergency List for service during war or emergency may be dealt with as regards promotion under the regulations which are in force at the time for Officers of the same class on the Active List in so far as promotion is dependent on service. In special cases, Officers may be promoted at the discretion of the Defence Council or Admiralty Board, irrespective of the regulations governing the promotion of Officers on the Active List, but such special promotion will not extend to Flag or equivalent rank and will, as a rule, only be granted on ceasing service.

## ROYAL MARINES

The foregoing rules apply to Royal Marine Officers entered on the Emergency List.

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# PRIZES, TESTIMONIALS, &c.

*(Until further notice silver-gilt medals will be substituted for gold medals)*

## *THE CHARLES DARGAVILLE BALLARD PRIZE

This prize was founded in 1954 under the will of the late Captain G. N. Ballard, C.B.E., R.N., in memory of his son, Acting Paymaster Sub-Lieutenant Charles Dargaville Ballard, R.N., who was killed in action when H.M.S. *Manchester* was torpedoed by an aircraft on 23rd July, 1941, while escorting a Malta convoy south of Sardinia.

The interest on a sum of £1,000 invested in Government Stock will be used in accordance with the expressed wish of the testator, to provide a prize which will be awarded annually at the discretion of the Admiralty Board to the best all-round Acting Sub-Lieutenant, R.N. of the Supply Branch promoted from the Lower Deck on qualifying for confirmation in rank at the conclusion of training courses. In the event of there being 2 or more Officers of equal merit, the prize may be shared among them.

The prize consists of an article or articles (excluding clothing) selected by the successful officer(s) with the approval of the Director-General of Naval Training: e.g., sword, binoculars, instruments or other appropriate equipment, or books designed to improve general knowledge or professional efficiency.

## THE BEAUFORT TESTIMONIAL

The Beaufort Testimonial, which was founded in 1860 to commemorate the service of Rear-Admiral Sir Francis Beaufort, K.C.B., who filled the post of Hydrographer of the Navy from 1829 to 1855, consists of a prize of instruments or books of a professional character and of practical use to a Naval Officer.

It is bestowed annually on the Officer who obtains the best results in the examination in Navigation and Pilotage for the rank of Lieutenant in the Royal Navy. (See also under the Wharton Testimonial.)

## THE GILBERT BLANE MEDAL

In 1830 Sir Gilbert Blane, Baronet, formerly a member of the Board for sick and wounded seamen, established, with the sanction of the Board of Admiralty, a fund for the encouragement of Naval Medical Science, which is vested in the Corporation of the Royal College of Surgeons of London, in trust.

This fund is employed for the purpose of conferring a Gold Medal annually on the Medical Officer of the Royal Navy who, to a degree which is considered worthy of recognition, has brought about an advance in any branch of Medical Science in its application to Naval Service, or has contributed to an improvement in any matter affecting the health or living conditions of Naval personnel.

Consideration is given to achievement in research, in original articles and reports, criticisms and information which is brought to notice of meritorious work performed, or suggestions made, by Medical Officers within the scope of the Regulations governing the award of the Medal as stated above.

The Medal is awarded annually unless no Officer is considered to have qualified, in which event the Medal is held over until the following year or any subsequent year, when, if considered justifiable to do so, it is given as an additional award.

Medical Officers of all ranks are eligible for the award, and an Officer is not restricted to receiving the Medal on one occasion only during his career.

If the unawarded Medals exceed 4, their value is given to the Supplemental Fund for the children of Medical Officers.

## CHADWICK NAVAL PRIZE

A Trust, called the Chadwick Trust, has been created by the will and codicil of Sir Edwin Chadwick, K.C.B., that once in every 5 years the Trustees may present the sum of £100 and a Gold Medal to be called the "Chadwick Naval, Military or Air Force Prize," to such Officer of the Naval, Military or Air Force Medical Services as shall, during the preceding 5 years, have specially assisted in promoting the health of the men in the Services, and shall be nominated for such presentation, in the case of a Naval Officer, by the Medical Director-General (Naval).

## THE HUGH CHEETHAM-HILL MEMORIAL TRUST FUND

This fund was established in 1958 by Dr. and Mrs. H. C. Hill, in memory of their son Lieutenant-Commander Hugh Cheetham-Hill, R.N., an officer of the Navigation and Direction Branch of the Royal Navy, who died on the 5th October, 1957.

A capital sum of £300 has been invested in Government Stock and the interest will be used to provide a prize to be known as the "Hugh Cheetham-Hill Prize" to be awarded annually on the recommendation of the Captain, H.M.S. *Dryad* to the officer of the Royal Navy who gains the highest marks in the examination on the Course for officers qualifying in Navigation.

The prize will consist of books or instruments relating to the science of navigation to be selected by the successful officer, subject to the discretion of the Captain, H.M.S. *Dryad*.

## THE JULIAN CORBETT PRIZE IN MODERN NAVAL HISTORY

A prize (founded by Mr. H. E. Corbett in memory of his brother, Sir Julian Corbett) at present of the value of approximately £50, and known as the Julian Corbett Prize for research in modern naval history, will be awarded by the Senate of the University of London on the recommendation of the Institute of Historical Research Committee for work based on original (MS. or printed) materials for modern naval history.

The work shall take the form of either (*a*) a dissertation, (*b*) an edition of an original document or series of documents, or (*c*) a report on material at home or abroad, illustrating modern naval history.

The prize will be open for competition to an investigator who has been admitted to the use of the Institute of Historical Research, and has been working either (*a*) at the Institute, or (*b*) (in the case of a naval officer) under the advice (by way of correspondence) of the Committee for not less than a year preceding the date at which the candidate's work is submitted.

Intending candidates shall on or before 1st October in the year preceding that in which they intend to enter for the Prize, submit for the approval of the Institute of Historical Research Committee the subject of their proposed work; and no work shall be eligible for the Prize unless the subject has thus been approved by the Committee.

If at any competition no award is made, the Senate may, on the recommendation of the Institute of Historical Research Committee, add the amount of the award to the capital of the fund or apply it to any of the following purposes: increasing the value of the prize, awarding a second prize to a deserving candidate, providing for the expense of publishing works submitted, purchasing for the Institute books or equipment necessary for research in modern naval history, or any other means of encouraging research in that subject at the Institute.

If the successful work is published, it shall bear on the title-page the words "Awarded the Julian Corbett Prize for Research in Modern Naval History, University of London." Whether or not publication *in extenso* is practicable, a précis of the successful thesis shall be published in the *Bulletin* of the Institute. Publication will not, however, be permitted without the prior consent of the Ministry of Defence. Further particulars may be obtained from the Secretary of the Institute of Historical Research, Senate House, London, W.C.1.

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## Prizes, Testimonials, &c.—*continued*

### *THE JOHN CROCKER MEMORIAL PRIZE FUND

The John Crocker Memorial Prize Fund, founded in 1936, was established from subscriptions by certain serving and retired Engineer Officers and Members of the Royal Corps of Naval Constructors, pupils of Mr. John Crocker during their period of training at the Royal Naval Engineering College, Keyham, as a permanent token of their regard for him.

The sum of approximately £287 is invested and held in trust by the United Services Trustee as Custodian Trustee, the Chief Naval Engineering Officer and Commanding Officer, Royal Naval Engineering College, Manadon acting as Joint Managing Trustees. The interest is employed to provide a prize to be awarded annually to the officer who achieves the highest marks in the Engineering Drawing paper in the sixth term examinations of the Long Engineering Course. Officers of the Commonwealth Navies are eligible to receive this Prize.

The Joint Managing Trustees reserve the right to withhold the prize should, in their opinion, no drawing submitted attain a sufficiently high standard of merit.

### *CLARE D'OYLY MEMORIAL PRIZE

This prize was instituted in 1942 by Vice-Admiral W. H. D'Oyly and his wife to perpetuate the memory of their son, Lieutenant (E) R. C. H. D'Oyly, R.N., who was killed in action in March, 1941. The prize will consist of a sum of £50 awarded annually to the officer who has shown the best all round officer-like qualities after eight terms of the Long Engineering Course at the R.N. Engineering College, Manadon. The prize may be split equally between two or three officers at the discretion of the Commanding Officer, according to the numbers in the Course.

Officers of the Commonwealth Navies studying at the College are equally eligible with R.N. officers for this prize.

### THE EARDLEY-WILMOT PRIZE ESSAY COMPETITION

The Eardley-Wilmot Prize Essay Competition is organised every 5 years by the Royal United Service Institution and is open to members of the Institution.

The subject for the essay is selected by the Journal Library and Lecture Committee of the Institution.

The next Competition is due in 1968 and full particulars will be published in the Journal of the Royal United Service Institution and in Defence Council Instructions (Royal Navy).

A prize medal and sixteen guineas will be awarded for the best essay, subject to its attaining a sufficient standard of excellence.

### THE COMMANDER EGERTON PRIZE

This Prize was founded in 1901 in memory of Commander Frederick Greville Egerton, R.N., who was mortally wounded on the 2nd November, 1899, in the defence of Ladysmith, whilst acting in the execution of his duty.

The dividends arising from a sum of £500 given by the relatives and invested in Government securities will be employed in providing the prize, to be called "The Commander Egerton Prize," which will be awarded annually at the discretion of the Admiralty Board to the Officer who, when qualifying for Gunnery Lieutenant, passes the best examination in practical Gunnery (i.e., Part I of the R.N. Long Gunnery Course). Officers of the Commonwealth navies are eligible to receive this Prize.

### ERROLL-ELDRIDGE FUND

This Fund was formed in June 1910 by a Trust Deed under bequests from Anne Louisa Russel Waldo-Sibthorp (in memory of her husband Commander George Harry Richard Erroll, R.N., who lost his life serving his country), and William Yates Eldridge, whereby the income from, or if required, the capital of £1500 was to be applied in carrying on at the Royal Naval Hospital at Haslar original medical research into matters affecting the health of the Navy, especially tuberculosis, and providing and maintaining plant and other requisites for that purpose.

2. Owing to changed circumstances the Fund was reconstituted in 1959 as the Erroll-Eldridge Fund to form a prize, the income being devoted to annual "Erroll-Eldridge Prizes" to be awarded to medical officers of the Royal Navy who have been nominated as having made a notable contribution to the improvement of the health of the personnel of the Royal Navy or research thereon.

3. If in any year no medical officer is nominated as one whose work is of sufficient merit to justify the award of a prize, the income will be re-invested, so enhancing the value of the prize(s) subsequently awarded.

4. Medical officers of all ranks are eligible for the prize; an officer is not restricted to receiving the prize on one occasion only during his career, nor precluded from receiving the prize in addition to the Gilbert Blane Gold Medal.

### GOLD MEDAL AND TRENCH GASCOIGNE PRIZE ESSAY COMPETITION

The Gold Medal and Trench Gascoigne Prize Essay Competition is organised annually by the Royal United Service Institution and is open to members of the Institution or persons eligible to become members; all serving Officers may therefore compete.

The subject for the essay is selected each year by the Council of the Institution and is one that favours no particular branch of any Service.

Full particulars of the competition are published in the Institutional Journal each February and will be promulgated in Defence Council Instructions (Royal Navy). The closing date for each competition is 15th November. Essays are limited to 9,000 words exclusive of tables.

The Trench Gascoigne Prize of 30 guineas may be awarded to the writer of the essay placed first; further prizes may be awarded if the number and standard of the essays submitted justify them, but no award may be made in favour of any essay which does not attain a sufficient standard of excellence.

If the essay awarded the Trench Gascoigne Prize is considered by the Council to be of the requisite high standards, the writer will also be awarded the Gold Medal of the Institution.

### GEDGE MEDAL AND PRIZE

The members of the Royal Naval Accountant Officers' Dining Club have subscribed a sum of £260 to institute a prize to be competed for annually by Junior Supply Officers.

The award will take the form of a gold medal and a prize of books, the value of the latter being the sum remaining over from the annual interest after deducting the cost of the medal.

The medal will be known as the "Gedge Medal," in commemoration of Staff-Paymaster Joseph T. Gedge, R.N., who was killed on 6th August, 1914, when H.M.S. *Amphion* was sunk by a mine, and who was the first British Officer of all the fighting services to be killed during the 1914–18 war. The family of this Officer have consented to the use of the name.

The medal and prize will be awarded annually to the Officer of the (S) specialisation who obtains the highest aggregate in the examinations held during the fourth (Professional) year's training. Officers granted permanent commissions from the Lower Deck are also eligible for the award. In the event of 2 or more Officers obtaining the same number of marks, the award will be made to the Officer who obtains the higher total of marks in the examinations for Supply and Secretariat subjects.

Officers of the Commonwealth Navies who compete at the same examinations as Officers of the Royal Navy, will be eligible for the award.

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## Prizes, Testimonials, &c.—*continued*

### *THE GOODENOUGH MEDAL AND FUND

The Goodenough Fund—founded in memory of Captain James G. Goodenough, C.B., C.M.G., who died on 20th August, 1875, whilst serving as Commodore on the Australian Station, from wounds inflicted with poisoned arrows in an unprovoked attack by natives of Santa Cruz—consists of a sum of about £800. The interest of this sum is employed annually in providing a Gold Medal, called the Goodenough Medal, which is awarded annually to the Officer of the Seaman specialisation in the Royal Navy who obtains the highest mark each year in Gunnery in the passing-out examinations at the Britannia Royal Naval College, Dartmouth, provided he obtains 80 per cent or over of the total maximum marks in Seamanship, Service Marks, Boatwork, Communications and Navigation and Direction.

### THE GEOFFREY GORE-BROWNE MIDSHIPMAN R.N. MEMORIAL SCHOLARSHIP

This scholarship founded under the terms of the will of the late Mrs. D. A. Gore-Browne in memory of her son Geoffrey Gore-Browne, Midshipman R.N. consists of a sum of £1,000 invested in Government securities to provide a scholarship each year from the dividends arising from this sum to the son of an officer of the Royal Navy who has taken a foreign language in the Dartmouth Passing Out Examination.

The scholarship will be awarded annually to the Officer, thus qualified, who obtains the highest marks in the third year examinations as a whole at the Britannia Royal Naval College, Dartmouth, and who has shown interest, application and ability in the study of the foreign language of his choice.

The award consists of money to be spent on foreign travel and residence with the primary object of increasing the proficiency of the recipient in foreign languages. Recipients will need to satisfy the Admiralty Board that the money will be so spent. The scope of study abroad may be extended to cover the literature, history and customs of the foreign country concerned. Each recipient will be required to forward to the Ministry of Defence (Naval Personnel Division I) at the end of his tenure of the scholarship, an account, written in the foreign language he has studied, of the work he has done and the time he has spent abroad.

The scholarship will not be awarded in any year in which it is considered that the Officer so qualified does not attain a high enough standard.

### *THE GRAHAM NAVAL HISTORY PRIZE

This Prize was founded in 1909 by Lady Graham in memory of her husband, Admiral Sir William Graham, G.C.B., formerly Captain of H.M.S. *Britannia* Training Ship.

The interest on a sum of £252 Government Stock, held upon trust by the Admiralty (now Admiralty Board), is employed in providing a Prize to be awarded annually, at the end of the third year's training, to the Officer at the Britannia Royal Naval College who has written the best thesis during the year on some subject of Naval History.

The Prize consists of books, instruments, accoutrements or other articles selected by the successful competitor, subject to the approval of the Admiralty Board. Officers of Commonwealth Navies are eligible to receive this Prize.

### LIEUTENANT-COMMANDER HOOPER PRIZES

These prizes are awarded annually on the results of a competition which takes the form of writing an essay. The subject chosen for the competition is announced each year by the Director of the Naval Education Service in Defence Council Instructions (Royal Navy).

2. The competition is open only to confirmed and acting Leading, Able, Ordinary and Junior ratings of all Branches (including Artificer and Artificer Apprentice ratings) and equivalent Royal Marines other ranks, but competitors holding Local Acting Petty Officer rating will be eligible to enter. Advancement to the Petty Officer rating or its equivalent (acting or confirmed) after the announcement of each competition and before the results are declared will not render competitors ineligible provided they submit their essays before being actually rated.

3. Competitors who submit the best essays in the competition will, except as indicated below, receive money prizes in order of merit as follows:—

| | |
|---|---|
| First Prize .. .. .. | £18 |
| Second Prize .. .. .. | £12 |
| Third Prize .. .. .. | £8 |

If two or more essays of equal merit are eligible for a prize, the prizes (if any) for which the additional essays would have been eligible if they had instead been next in order of merit will be added to that prize and the whole shared equally between the successful competitors. If, however, in the opinion of the Admiralty Board sufficient entries of a high standard have not been received, the award of any or all of the prizes for the competition may be withheld. A prize may also be awarded at the discretion of the Admiralty Board to the widow or the next-of-kin of a deceased rating to whom, but for his death, it would have been awarded.

4. No competitor may submit more than one essay for each competition. Each essay must be accompanied by a declaration by its author that it is his own unassisted work; this declaration is to be countersigned by his Commanding Officer, and placed in the sealed envelope referred to in para. 8.

5. Essays should be of between 2,000 and 3,000 words and may be in manuscript or typed. In marking them, attention will be paid to subject matter, including logical arrangement, to paragraphing, expression and sentence construction, to general tidiness, and to spelling and punctuation.

6. Entries should be submitted through Commanding Officers direct to the appropriate Administrative Authority and should reach that authority not later than 30th November. Entries from R.M. other ranks should be submitted through the authority in whose Command they are serving. Entries from ratings serving in extra-Command areas (*e.g.*, in N.A.T.O. billets) should be submitted through the appropriate channels to the Command in which their welfare authority is situated. Entries from R.M. other ranks serving in those areas should be submitted through the Commandant General, Royal Marines.

7. Essays will be marked initially at Command level, only the three or four best essays from each Command being forwarded to the Director of the Naval Education Service.

8. For the purposes of marking, the authorship of essays must be strictly anonymous. Each competitor must adopt a pseudonym, or motto, of not less than three words. This pseudonym, or motto, is to be written at the head of the essay in the candidate's own handwriting. In addition, each competitor is to attach to his essay a sealed envelope with his pseudonym or motto written on the outside and containing (*a*) a sheet of paper on which are written his name, rating, official number and address together with his pseudonym or motto (*b*) the certificate referred to in para. 4. This envelope will only be opened by the Administrative Authority after a decision has been made not to forward an essay to the Director of the Naval Education Service, or in the Ministry of Defence after the final adjudication has been made.

### THE ADMIRAL SIR MAX HORTON PRIZE

The late Admiral Sir Max Horton, G.C.B., D.S.O., who served with great distinction in command of submarines in World War I, and as Flag Officer Submarines from January, 1940 to November, 1942, left to the Admiralty in his will the sum of £500, to be applied for the benefit of Officers of the submarine service of the Royal Navy.

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## Prizes, Testimonials, &c.—*continued*

This sum has been invested and the interest will be used, in accordance with the Admiral's wishes, to provide a prize for the Officer who gains the highest marks in the examination held at the end of each Submarine Training Course for R.N. Officers in H.M.S. *Dolphin*. Three prizes will be awarded by the Admiralty Board each year, on the recommendation of the Flag Officer Submarines.

The prize will consist of a tankard bearing the ship's badge of H.M.S. *Dolphin*, and inscribed with the name of the recipient and the date and nature of the award.

### JACKSON-EVERETT PRIZE

In 1927, Signal Officers, past and present, on the Active List, subscribed a sum of approximately £280 to institute a prize for officers qualifying as Signal Specialists, to be known as the "Jackson-Everett Prize."

The Prize is awarded annually to the Officer of the Royal Navy, or of a Commonwealth Navy, who passes the best final examinations (V/S and W/T) in the qualifying course for Signal Officers. The Prize may not be awarded in any year in which the standard of results obtained by the Officer passing the best examinations is not considered to be of sufficient merit to warrant the award.

The Prize consists of a sum of money (the income available for the purchase of books and/or instruments).

### THE QUEEN'S GOLD MEDAL

A gold medal is awarded each year by Her Majesty the Queen to the Acting Sub-Lieutenant, of either the Seaman or Supply specialisations, who obtains the best results in the academic and professional examinations during the third and fourth years' training.

A gold medal is also awarded each year at the Royal Naval Engineering College, Manadon, by Her Majesty the Queen to the officer of the Engineering specialisation who, on completion of the three year Degree or Diploma course, obtains the best results. Officers who graduate at Cambridge University are eligible for the award.

### THE QUEEN'S SWORD

A sword is awarded each year by Her Majesty the Queen to the Acting Sub-Lieutenant of either the Seaman or Supply specialisation, who, on completion of three years' training, obtains the best results in leadership and work at the Britannia Royal Naval College, Dartmouth.

A sword is also awarded each year at the Royal Naval Engineering College, Manadon, by Her Majesty the Queen, to the officer of the Engineering specialisation who, on completion of the three year Degree or Diploma course, obtains the best results in leadership and work. Officers who graduate at Cambridge University are eligible for the award.

### THE QUEEN'S TELESCOPES

Six telescopes are awarded each year at the Britannia Royal Naval College, Dartmouth, by Her Majesty the Queen to the Cadets who, on completion of their first year's training, obtain the best results in leadership and work.

### THE ARGENTINE GOLD MEDAL

A gold medal is awarded annually by the Argentine Navy to the Cadet of the Royal Navy who obtains the best examination results on completion of the first year's training at the Britannia Royal Naval College, Dartmouth.

### KING GEORGE V PRIZE SCHOLARSHIPS

In accordance with the wishes of His Majesty King George V that the greater part of the Fund subscribed for the purpose of commemorating His Majesty's Coronation by subjects of His Majesty bearing the Christian name "George" in all parts of the Empire should be utilised for the benefit of junior Officers of the Royal Marines who may find difficulty in meeting the cost of the final stage of their military training, the sum available was invested and the income arising therefrom was devoted to the institution of Scholarships termed the "King George V Prize Scholarships." One Scholarship is awarded each year to the Officer in the Royal Marines who, as a result of the annual competitive examination, is selected by the Defence Council for admission to the Military Staff College at Camberley. If in any year there is no Officer selected for admission to the Military Staff College, Camberley, the Prize for that year may be awarded to an Officer selected to undergo the Staff Course at the Royal Naval Staff College, Greenwich. The scholarship awarded to Officers at Greenwich will be tenable for 1 year only unless renewed, such renewal being dependent upon the number of Officers studying at Camberley.

Each Scholarship is tenable for 2 years and ordinarily consists of half the net income for the year derived from the Fund, estimated approximately at £120.

The first Scholarship was awarded in 1914.

### THE HENRY LEIGH CARSLAKE PRIZE FOR OBSERVERS AND THE HERBERT LOTT PRIZE FOR PILOTS

The Herbert Lott Prize for Pilots and the Henry Leigh Carslake Prize for Observers are competed for annually. Officers of the rank of Lieutenant Commander and below are particularly encouraged to enter for these competitions.

2. These prizes are awarded for the best essays on a subject dealing with the work and development of the Fleet Air Arm. Officers entering for the competitions should bear in mind the following points:—

(*a*) Ideas expounded in these essays can be of real value to the Fleet Air Arm and to the Navy as a whole.

(*b*) The object of the competitions is not only to show individual merit but to stimulate original thought and general discussion on Service problems.

(*c*) The judges will take into consideration the standard of English as well as the subject matter and its presentation. Competitors should aim at clear, logical expression. They may find it helpful to read B.R. 1984—The Naval Staff Handbook, pages 30–31 and 57–58 about Service writing; and B.R. 476—English for General Certificate, Chapter I, about the Essay.

3. The conditions of entry are:—

(*a*) Competitions are open to Officers on the General, Supplementary and Special Duties Lists, and to Officers of Commonwealth Navies serving as aircrew with the Royal Navy.

(*b*) Officers must be serving as Pilots in order to qualify for the Herbert Lott Prize, and as Observers to qualify for the Henry Leigh Carslake Prize.

(*c*) Individual entries, or joint entries by not more than two Officers in collaboration are allowed.

(*d*) No Officer may be awarded a prize more than once.

(*e*) Prizes may be withheld if essays of sufficient merit are not submitted.

(*f*) Authorship must be strictly anonymous. Each competitor must adopt a motto and enclose

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## Prizes, Testimonials, &c.—*continued*

with his essay a sealed envelope with his motto typewritten on the outside and his name and address inside. Joint entries should have a single motto, but the names and addresses of both co-authors.

The Henry Leigh Carslake Prize was founded in 1927 in memory of Lieutenant Henry Leigh Carslake, R.N., one of the pioneer naval observers of the Fleet Air Arm, who was killed in an aircraft crash at sea off Malta on 21st October, 1926, while serving in H.M.S. *Eagle*. The capital value of the Henry Leigh Carslake Fund is approximately 590 guineas invested in Government securities; the prize is a medal and a sum of money.

The Herbert Lott Prize was instituted in order to provide a comparable prize for pilots. It is a cash prize of £30, and is paid from the Herbert Lott Fund described on this page.

If a joint entry is successful, the prize will be split. In the case of the Henry Leigh Carslake Prize, two medals will be awarded.

Essays will be returned to unsuccessful competitors with suitable constructive criticism. Winning essays, or those of special interest, may be published in "Flight Deck", edited as necessary.

### THE KELLY MEMORIAL PRIZE

Founded in 1958 from the residue of donations for the purpose of erecting a memorial plaque to the late Lieutenant Commander (P) D. P. W. Kelly, Royal Navy, in the chapel of the Britannia Royal Naval College, Dartmouth.

The Prize, a silver model of a Sea Hawk mounted on a plinth carrying plaques to be inscribed with the winners' names, is retained by the Senior Naval Officer, Flying Training School, R.A.F. Linton-on-Ouse.

The Prize is awarded annually to the best General List Aviator qualifying for the award of "wings" in the previous year. The winner receives a small replica of the trophy.

### THE COMMANDER LLEWELYN PRIZE

This Prize was founded in 1917 in memory of Commander Robert Harman Llewelyn, R.N., who was killed in action on board H.M.S. *Queen Mary*, at the battle of Jutland, on the 31st May, 1916.

The dividends on a sum of £400 Government Stock, presented by his father, mother and sisters, and held upon trust, are employed in providing a prize called the "Commander Llewelyn Prize," which is awarded on completion of each qualifying course at the discretion of the Captain of H.M.S. *Excellent* to the Seaman who, when qualifying for Gunnery Instructor in H.M.S. *Excellent*, passes the best examination in Gunnery subjects (excluding the School Course).

### THE HERBERT LOTT NAVAL TRUST FUND

This Fund was founded in 1928. It enables awards to be made to officers and ratings of the British Commonwealth Naval Forces, whether active or reserve, who show marked efficiency in fighting practices, or contribute in signal degree to the improvement of the fighting appliances of the naval forces. Prizes are also awarded to the best qualifiers in the examinations or courses indicated from time to time in Defence Council Instructions (Royal Navy). These prizes normally take the form of cash awards of £15 for officers and £10 for ratings.

### *RONALD MEGAW MEMORIAL PRIZE

This Prize was founded in 1906 in memory of Midshipman Ronald Megaw, who was killed accidentally on the 11th November, 1904, while at General Quarters on board H.M.S. *Montagu*.

The interest on a sum of £1,000 and held upon trust, is employed in providing a Prize, consisting of a Presentation Sword and its accoutrements, and selected books, or instruments, to be awarded annually to the Officer of the Seaman specialisation in the Royal Navy who obtains the highest place in the preceding financial year in the whole of the examinations held at the Britannia Royal Naval College, Dartmouth, for the rank of Lieutenant.

### HARWOOD PRIZE FOR SPANISH

This Prize was founded in 1946 by Sir Eugen Millington-Drake for the purpose of promoting knowledge of things Hispanic. The interest on a sum of £100 will be used in providing a Prize to be awarded annually to the R.N. General List Officer from either the Britannia Royal Naval College, Dartmouth, or the Royal Naval Engineering College, Manadon, who passes the Civil Service Commission Linguist (without oral) Examination in Spanish with the highest marks. The prize will consist of books relating to the Battle of the River Plate or to Latin-American affairs.

### *THE NEWMAN MEMORIAL FUND AND PRIZE

The Newman Memorial Fund—founded in 1886 in memory of Mr. Edward Newman, R.N., who died whilst serving as Chief Engineer of H.M. Dockyard at Portsmouth—consists of a sum of about £400. The interest on this sum is employed annually in providing a prize consisting of books, scientific instruments, &c., to the R.N. Officer who achieves the highest aggregate in the examination held at the end of the sixth term of the Long Engineering Course at the Royal Naval Engineering College, Manadon.

### NORTH PERSIAN FORCES MEMORIAL MEDAL

The Medal will be awarded annually for the best paper, published in any journal, on Tropical Medicine and Tropical Hygiene.

Medical Officers of under 12 years' service of the Royal Navy, Royal Army Medical Corps, Royal Air Force, and Colonial Services are eligible to compete

### THE OGILVY MEDAL

This Medal was instituted in 1912 in memory of Captain Frederick Charles Ashley Ogilvy, R.N., who died on the 18th December, 1909, from typhoid fever, while in command of H.M.S. "Natal."

The dividends arising from a sum of about £240 given by Officers of the Royal Navy and by certain friends and relatives are employed in providing a medal, to be called "The Ogilvy Medal," which is awarded annually, at the discretion of the Admiralty Board, to the Officer who takes the first place in the examinations to qualify for Lieutenant (T.A.S.). Any balance that remains after payment of expenses may be handed over to the winner of the Medal at the discretion of the Admiralty Board. Officers of the Commonwealth Navies are eligible to receive this Prize.

### PARKE'S MEMORIAL PRIZE

The Parke's Memorial Prize, consisting of approximately 30 guineas in money with a gold medal, may be awarded annually to the Officer whose work in promoting Naval or Military Hygiene is adjudged to be of outstanding merit. Any Medical Officer of the Royal Navy or Army on full pay, will be eligible for consideration by the Committee for the award of this Prize (with the exception of the Officers of the staffs of the Royal Naval Medical School, the R.A. College and the Army School of Health) during their term of office.

The Committee reserve the right to withhold the Prize, if, in their opinion, the requisite standard of merit is not attained.

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## Prizes, Testimonials, &c.—*continued*

### THE ADMIRAL SIR DUDLEY POUND PRIZE FUND

This prize fund was established in 1955 out of monies from the Admiral Pound Memorial Fund.

The capital value of the prize fund is approximately £1,680, and interest on this sum is used to provide eight prizes annually of £7 10s. each for award to the four pilots and four observers who achieve the greatest success at an Operational Flying School in each of the following roles:—

(*a*) All Weather Fighter
(*b*) Air-borne Early Warning
(*c*) Anti-Submarine
(*d*) Fighter/Strike or Strike

The selection of Officers is made at the end of each calendar year.

The prize money is made available for the purchase of books or instruments (including such things as watches), the choice being subject to Ministry of Defence approval.

### THE PRENDERGAST PRIZE

It was the wish of Admiral Sir Robert Prendergast, K.C.B., Commander of H.M.S. *Excellent* from December, 1901, to December, 1903, to arrange something to further the interest of H.M.S. *Excellent* but due to ill-health and war conditions he was unable to do so during his lifetime.

Two annual prizes have therefore been instituted as a permanent memorial to him.

(*a*) A Prize of an amount to be decided at the discretion of the managing trustees to the officer then serving in the Royal Navy who obtains the highest marks of the year in gunnery subjects in the examinations (including the preliminary examinations held in H.M.S. *Excellent*) for Engineer Officers qualifying in ordnance.

(*b*) A Prize of an amount to be decided at the discretion of the managing trustees to the rating then serving as aforesaid who obtains the highest marks of the year in the examinations held in H.M.S. *Excellent* for the rate of Chief Ordnance Artificer (or any other rate which may in future be required to undertake the duties and responsibilities which now fall on Chief Ordnance Artificers) provided that at the time of the award his Commanding Officer is satisfied that the rating is in all respects fit and willing to undertake the responsibilities of Chief Ordnance Artificer (or such rate as aforesaid) in due course.

### THE PAYMASTER-IN-CHIEF EDWARD ROBINSON MEMORIAL PRIZE

This Prize was founded in 1954 under the terms of the will of the late Commander A. A. E. Robinson, O.B.E., R.N., in memory of his father, Paymaster-in-Chief Edward Robinson, R.N.

The interest on a sum of £200 is used to provide an annual prize to the Officer of the Supply and Secretariat specialisation in the Royal Navy who obtains the highest aggregate in the examinations in Supply Subjects held during the fourth (professional) year of training.

The Prize will consist of books selected by the recipient, subject to the approval of the Ministry of Defence, with the object of increasing the general knowledge and experience of the Officer concerned.

### THE ROBERT ROXBURGH MEMORIAL PRIZE

This Prize was founded in 1917, by Mrs. J. B. Roxburgh in memory of her son, Midshipman Robert Roxburgh, R.N., of H.M.S. *Indefatigable*, who was killed in action in the Battle of Jutland on the 31st May, 1916.

The interest on a sum of £1,200 Government Stock, held upon trust, is employed in providing a prize annually to the Officer who on passing out of the Britannia Royal Naval College at the end of the third year's training obtains the highest aggregate of marks in academic subjects.

The Prize consists of books, accoutrements, or other articles selected by the successful Officer subject to the approval of the Ministry of Defence.

### THE ROYAL SOCIETY OF ST. GEORGE'S PRIZES

These Prizes were founded in 1924 by the Royal Society of St. George. The interest on sums collected by the Society by the sale of emblems on St. George's Day and otherwise is employed in the provision of a Prize consisting of a book, or books, on naval history, to be awarded to the boys in each training establishment for the Seaman Class of the Royal Navy who are considered by their Commanding Officer to be best at work. The number of prizes is laid down by the Admiralty Board from time to time.

Prizes are also awarded under similar conditions to Artificer Apprentices.

### THE RYDER MEMORIAL FUND AND PRIZE

The Ryder Memorial Fund—founded in memory of Admiral of the Fleet, Sir Alfred Phillipps Ryder, K.C.B., who died on the 30th April, 1888—consists of a sum of about £160 invested in Government securities.

The dividend arising from this sum is employed annually in the provision of a prize to be awarded to the R.N. General List Officer from either the Britannia Royal Naval College, Dartmouth, or the Royal Naval Engineering College, Manadon, who passes the Civil Service Commission Linguist (without oral) Examination in French with the highest marks.

The Ryder Prize may be withheld in any year if considered advisable.

In no case will the award be made more than once to the same Officer.

The Prize consists of a book or books selected by the recipient with the approval of the Ministry of Defence.

### THE ROBERT SANDISON TROPHY

A silver model of a Wyvern aircraft presented by P. Sandison, Esq., in 1957 in memory of his son, Lieutenant R. E. Sandison, R.N., who was killed in a flying accident in September 1956. It is awarded annually by Flag Officer Naval Air Command to the best strike pilot completing Operational Flying School.

### SHADWELL TESTIMONIAL PRIZE

The Shadwell Testimonial Prize, founded in 1888 in memory of Admiral Sir Charles F. A. Shadwell, K.C.B., who died 1st March, 1886 will be known as the "Shadwell Testimonial," and will consist of a Pocket Sextant, or other instrument (as funds will admit) of use in Navigation or Marine Surveying.

It will be bestowed annually on the Officer of a rank not higher than Lieutenant-Commander, and who has never been classed as an Assistant Surveyor who has sent in through his Captain the most creditable plan of an anchorage or other marine survey, accompanied with sailing directions recently executed by himself. Officers of the Commonwealth Navies are eligible to receive this Prize.

The award will be made on the plans received at the Ministry of Defence (Naval Personnel Division 2) during each calendar year, by a Committee consisting of the Hydrographer of the Navy, the Assistant Hydrographer of the Navy, and the Surveying Officer in charge of the Chart Branch; and they will be

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## Prizes, Testimonials, &c.—*continued*

empowered to make no award should they judge the plans received during the year not to be sufficiently meritorious.

In case of co-operation in the production of a plan, a junior Officer, who has assisted materially in its construction, may participate in the reward, should the funds be sufficient.

The first award was made on the plans received during 1899.

### SICK BERTH PETTY OFFICERS' EFFICIENCY MEDAL

A medal called the Sick Berth Petty Officers' Efficiency Medal is awarded annually to a Sick Berth Petty Officer for zeal and efficiency shown in the discharge of his duties during the preceding year.

Senior Medical Officers of H.M. Ships, Hospitals and Establishments generally, will be entitled to forward (through the Captain) direct to the Ministry or Defence (Medical Director General (Naval)), Empress State Building, London, S.W.6, the names of Sick Berth Petty Officers whom they recommend for the medal. Each recommendation is to be accompanied by a copy of service certificate and S.1246 L, together with a statement of any special services rendered during the year. Recommendations must reach the Medical Director-General of the Navy not later than the 15th March.

The name of the selected candidate will be published in Defence Council Instructions (Royal Navy) annually.

The medal is not to be worn.

### *THE REAR-ADMIRAL SIMPSON MEMORIAL PRIZE

This Prize was founded in 1954 to commemorate the interest in Naval Engineering of Rear-Admiral (E) T. H. Simpson, M.V.O., who was killed in a motoring accident.

The donors have provided an initial sum of £30 which is employed in providing an annual prize of books and/or instruments to the value of £3. This Prize is awarded to the Officer who achieves the highest aggregate of marks in the eighth term examination for officers sub-specialising in Marine Engineering at the Royal Naval Engineering College, Manadon.

### THE BOYLE SOMERVILLE MEMORIAL PRIZE

A fund has been established in memory of Rear-Admiral Boyle Somerville, for the purpose of awarding a prize which will be known as the Boyle Somerville Memorial Prize, and will have as its object the encouragement of research work in connection with the science of meteorology.

The prize may be awarded annually to an Officer in the Royal Navy, or one of the Commonwealth Navies, whose work during the period under review is adjudged to be of particular merit in connection with the development of meteorology and its application to naval operations. Special consideration will be given to any original papers indicating a voluntary effort additional to the author's normal duties.

No prize will be awarded in any year in which no work of sufficient merit is brought to the notice of the Admiralty Board.

The amount of the prize will not exceed £10 in any one year and shall be expended in the purchase of books and/or instruments and/or other articles as approved by the Ministry of Defence.

The prize shall not be awarded more than once to the same Officer.

The award will be made on the material received at the Ministry in each calendar year, by a committee consisting of the Hydrographer of the Navy, the Director of Naval Air Warfare and the Director of the Naval Weather Service.

In case of co-operation, an Officer who has assisted in the production of material may participate in the award, should the funds be sufficient.

### THE BERTRAND STEWART PRIZE ESSAY

The Bertrand Stewart Prize consists of a sum of £80 devoted annually as a prize for the best paper on some military subject, the study or discussion of which would tend to increase the efficiency of Her Majesty's Services.

The subject of the essay for each year is published in the Army Quarterly and Defence Journal and in Defence Council Instructions (Royal Navy).

The right to compete is limited to British subjects who have served, or who are actually serving, as Officers or in other ranks or ratings of Her Majesty's Forces.

The term "Her Majesty's Forces" includes the Navy and the Royal Marines, the Regular Army, The Special Reserve, The Territorial Army, The Militia and the Royal Air Force, and also the Naval, Military and Air Forces of India, the Dominions and Crown Colonies.

The essays submitted for the prize must not exceed 10,000 words in length; they must be typewritten and submitted in quadruplicate.

The authorship of the essays must be strictly anonymous. Each competitor must adopt a motto and enclose with his essay a sealed envelope with his motto typewritten on the outside and his name and address inside.

The title and page of any published or unpublished work, to which reference is made in any essay or from which extracts are taken must be quoted.

The essays, which are to be addressed to the Editors of the Army Quarterly and Defence Journal, must reach the office of the Army Quarterly and Defence Journal, 43, Cardington Street, London, N.W.1, not later than (date to be published).

The essays will be judged by 3 referees—2 to be appointed by the Army Council, the 3rd to be one of the Editors of the Army Quarterly and Defence Journal. The decision of the referees, or of the majority of them, will be final.

The referees are fully empowered if, in their opinion, or in the opinion of the majority of them, no essay submitted to them comes up to a sufficiently high standard of excellence, not to award the prize; or they may, if they consider such a course desirable, divide the prize among 2 or more competitors.

The result of the competition will be made known in the Army Quarterly and Defence Journal, and the prize essay will be published in the Review. In the event, however, of there being 2 or more prize essays, the Editors of the Army Quarterly and Defence Journal reserve to themselves the right of deciding which of these essays they will publish.

The copyright of any essay which appears in the Army Quarterly and Defence Journal belongs to the Proprietors of the Review.

Neither the Proprietors nor the Editors of the Army Quarterly and Defence Journal are to be held responsible for the loss of, or failure to return any essay submitted for the competition, nor do they incur any liability whatsoever in connection with the receipt of the essays, any dealings therewith, the judging thereof, or the reports thereon.

### THE SUPERINTENDENT OF DIVING'S TROPHY

This trophy was presented in 1959 by Commander J. R. Carr, O.B.E., R.N., for use as an award for Clearance Diving Officers.

2. The trophy consists of a silver cup nine inches high, mounted on a plinth which shows the names of the winners. It will be held in H.M.S. *Vernon*, where officers undergo Clearance Diving training.

3. Two Clearance Diving Officers' courses will be held annually and the trophy will be awarded to the officer passing each course with the highest aggregate of marks in both Diving and Bomb and Mine Disposal subjects. If there are insufficient officers on course to justify the award of the trophy, it is to be awarded at the discretion of the Captain, H.M.S. *Vernon*, on a "best of the year" basis.

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## Prizes, Testimonials, &c.—*continued*

4. Officers of the Commonwealth Navies will be eligible to receive this trophy.

5. A small sum of money has been invested in trustee stock for the maintenance of the trophy.

### THE HAROLD TENNYSON MEMORIAL PRIZE

This Prize was founded in 1917 by Lord Tennyson, in memory of his son, Acting Sub-Lieutenant The Hon. Harold Courtenay Tennyson, R.N., of H.M.S. *Viking*, who was killed in action on the 29th January, 1916.

The interest on a sum of £230, Government Stock, held upon trust, is employed in providing a Prize to be awarded annually at the end of the third year's training to the Officer at the Britannia Royal Naval College who has written the best essay during the year on some subject in English Literature to be selected by the Director of Studies at the College.

The prize consists of books, including the single volume edition of the late Lord Tennyson's complete works. Officers of the Commonwealth Navies are eligible for this Prize.

### THE WALLROCK TROPHY

This Trophy was presented in 1949 on the institution of the Short Service Commission (Aircrew) entry, by Samuel Wallrock, Esq.

The trophy consists of a bronze plaque 12¾ inches × 8¾ inches on an oak background 21 inches × 14 inches engraved at the top "Best All-Round Aviation Cadet."

To have inscribed on it the name of the best all-round Naval Cadet (Aircrew) passing out of General Naval and Air Training each year.

### THE WEMYSS PRIZE

This prize was founded in 1946 by the Hon. Alice Wemyss in memory of her father, Admiral of the Fleet Lord Wester Wemyss, who had been the first Captain of the Royal Naval College at Osborne.

The interest on a sum of £100 will be employed in providing a prize of books annually, on completion of the third year of training, for the Officer who gains the highest mark in the examinations at the end of the course on "Contemporary Affairs."

### THE WHARTON TESTIMONIAL

The Wharton Testimonial was founded in 1907 to commemorate the service of Rear-Admiral Sir William J. L. Wharton, K.C.B., F.R.S., who filled the post of Hydrographer of the Navy from 1884 to 1904. It exists for the same purpose as the Beaufort Testimonial. The funds available amount to about £950. The interest on a portion of this sum will be added to the interest on the capital of the Beaufort Testimonial and the total amount will be employed in purchasing some instrument or work of a kind to be practically useful to a Naval Officer. The interest on the remaining sum will be used to purchase for the winner of the joint prizes a gold medal having on the obverse a bust of Sir William Wharton, and on the reverse a suitable inscription.

The two awards for the same object will be given annually under the names of "The Beaufort Testimonial and the Wharton Testimonial," thus associating the names of two Hydrographers of the Navy.

### THE WHITWORTH MEMORIAL PRIZE FOR MUSIC

Founded in 1946 by Mrs. M. A. G. Whitworth in memory of her son, Sub-Lieutenant C. H. Whitworth, D.S.C., R.N., who lost his life during the German attack on Crete in 1941. The prize is awarded three times a year to the General List or Supplementary List Officer passing out of the Britannia Royal Naval College, Dartmouth, who has shown the greatest promise in music during his period of training at the College. The prize consists of books. Officers of Commonwealth and foreign Navies are eligible for this prize.

### THE DOCTOR COMMON COMMEMORATION TELESCOPE

This prize is presented annually by Messrs. Otway & Co., of Ealing, to the Midshipman who gains the highest aggregate marks in the Midshipmen's Examination during second year training in the Fleet. Commonwealth and foreign Officers undergoing identical training are eligible to compete for this prize. Winner's name engraved on telescope.

### *£10 PRIZES

Eight prizes to the value of £10 are awarded annually to the Officers of the Seaman and Engineering (Mechanical) specialisations who obtain the highest aggregate marks in all the passing-out examinations at the Britannia Royal Naval College, Dartmouth. Officers of Commonwealth and Foreign Navies are eligible to receive these prizes.

### £20 PRIZES

A prize of £20 will be awarded annually to the Lieutenant (Eng.M) who obtains the highest marks in the final examination in the Advanced Engineering Course at the Royal Naval College, Greenwich. Officers of Commonwealth and Foreign Navies are eligible to receive this prize.

### LIEUTENANT R.M. PRIZE

A prize will be awarded to the Lieutenant, R.M. in any year's General List entry who obtains the best results on completion of his courses of training. The prize will consist of a sword, or alternatively his personal sword may be engraved and a sum equivalent to the cost of the sword may be granted to him.

### MEMBERSHIP OF THE ROYAL UNITED SERVICES INSTITUTION

One Officer of the Royal Navy or Royal Marines who undergoes the Lieutenants' Greenwich Course each term will be selected by the Admiral President, Royal Naval College, Greenwich, for full and free membership of the Royal United Services Institution.

### ANNUAL COMPETITION FOR NAVAL HISTORY PRIZES

1. Prizes will be awarded annually to officers who submit essays of sufficient merit on a prescribed subject of Naval History.

2. The subject of the essay for each year, and the titles of books recommended for study, will be published in Defence Council Instructions (Royal Navy). The list of books given will not be exhaustive; officers may study and quote any contemporary paper or other authority, but success will depend mainly on the mastery of the work of the contemporary authorities recommended.

3. To avoid errors which experience of the competition has shown to be common, officers should consult a pamphlet "Hints to Competitors" which may be obtained on application to the Director, Naval Education Service.

4. Essays should be of 10,000 to 12,000 words, and may be in manuscript or typed.

5. Competitors are to forward their essays to the Director of the Naval Education Service, before the end of the year. Each essay must be accompanied by a declaration by its author that it is his unassisted work; this declaration is to be counter-signed by his Commanding Officer.

6. ***Limited Competition.*** This competition is limited to serving officers on the permanent lists of the Royal Navy, Royal Marines and W.R.N.S. in

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## Prizes, Testimonials, &c.—*continued*

the ranks of Acting Sub-Lieutenant to Lieutenant-Commander (inclusive) or equivaient and corresponding officers of Commonwealth Navies who are serving on exchange or loan service in the Royal Navy or Commonwealth or foreign officers undergoing training with the Royal Navy. This includes Special Duties and permanent Supplementary List officers. Officers who have passed the Staff Course are ineligible.

7. The prizes for the limited competition each year are as follows:—

| | |
|---|---|
| First Prize | £50, and a medal |
| Second Prize | £30 |
| Third Prize | £20 |

In addition further prizes of £20 or less may be awarded at the discretion of the Admiralty Board.

8. An officer who has obtained a prize in the limited competition will be eligible only for a higher prize in a subsequent limited competition.

9. *Open competition.* Serving officers of all ranks on the permanent lists of the Royal Navy, Royal Marines and W.R.N.S. and corresponding officers of Commonwealth Navies who are serving on exchange or loan service in the Royal Navy or Commonwealth or foreign officers undergoing training with the Royal Navy may submit essays on the subject laid down for the year and any active service officer who is not eligible to compete in the limited competition or who is not awarded a prize in that competition may be considered for a prize in the open competition.

10. The supplementary prizes for the open competition will be of £20 or less at the discretion of the Admiralty Board.

11. Certificates will be awarded to all competitors whose work shows real merit. If an officer receives a prize or certificate it will be noted in the official records and will be taken into account on application to qualify for staff duties.

12. *Provision of books.* Authority cannot be given for the provision at official expense of books recommended for study in prize competitions. Books may, however be borrowed from public libraries and from the Mount Wise Naval History Library (housed in the City Library, Plymouth).

13. The total amount of the prizes which may be awarded in any year is limited to £150. The Admiralty Board reserve the power to withhold the award of any prize if essays of sufficient merit are not submitted, or to combine two prizes and divide them equally where essays are of equal merit.

### ANNUAL EXAMINATION IN FOREIGN LANGUAGES

1. An examination in foreign languages will take place on the first Tuesday in December of each year, on the result of which the prizes and certificates mentioned below will be awarded.

The examination will be open to officers of all categories and of all ranks, including permanent W.R.N.S. officers. The only candidates eligible for the money prizes and medals will be as undermentioned; other officers will be eligible for certificates of merit only. Examinations will be held each year only in those languages for which officers eligible for prizes are candidates:—

*Royal Navy.* Officers of the rank or equivalent rank of Acting Sub-Lieutenant, Sub-Lieutenant and Lieutenant of not more than five years' seniority in that rank on the date of the examination.

*Royal Marines.* Second-Lieutenants and Lieutenants of not more than six years' seniority in that rank at the date of the examination.

*Women's Royal Naval Service.* Officers of the rank of Third Officer and Second Officer of not more than five years' seniority in that rank on the date of the examination.

An officer who entered in the first instance on a temporary basis, and is eligible for subsequent transfer to the permanent list, will be allowed to compete while still on the temporary list, provided that he declares when sending in his name for examination that:—

(*a*) he intends to apply for transfer to the permanent list when the proper time arrives;

(*b*) he undertakes to refund any money prize which may be awarded to him if he is not so transferred, whether his withdrawal is at his own request or otherwise.

2. The examination will be carried out by means of written papers, two question papers being set in each language. Paper I will be taken in the forenoon from 0900 to 1200, Paper II in the afternoon from 1330 to 1630. The papers will be sent out by the Director of the Naval Education Service; they will include questions in grammar, translation and composition.

3. No candidate may take more than one language on the same occasion.

4. No officer may compete in any language for which he has qualified as interpreter.

5. Officers may compete more than once, but any officer to whom a prize has been awarded in a previous competition will not be eligible for a prize of the same or lower value in the same language.

6. Candidates must intimate to the Director of the Naval Education Service, their intention to compete, six months beforehand, naming the language in which they desire to be examined. The corresponding examination papers for each candidate will be sent out in a separate sealed package addressed to the Captain of the Ship in which the candidate is serving, so that, if the candidate changes his ship before the examination takes place, the sealed package containing his question papers can be transferred to his new ship. The sealed package is to be opened in the presence of the candidate at the time of the examination.

7. The examination is to take place under the continuous supervision of an officer senior to the candidates, and under conditions for which the Captain of the ship will be responsible. Candidates in any one fleet or squadron may, if convenient, be collected for the purpose of the examination. The worked papers of the candidates are to be forwarded without delay, addressed to the Director of the Naval Education Service, together with a memorandum stating when the examination was held, and under whose supervision.

8. *Prizes.* The prizes offered for competition each year will be:—

*In Russian.* Three prizes of £40, £25 and £15 respectively. The winner of the first prize will also receive a medal.

*In French.* Three prizes of £30, £20 and £10 respectively. The winner of the first prize will also receive a medal.

*In German.* Three prizes of £30, £20 and £10 respectively. The winner of the first prize will also receive a medal.

*In Italian.* Two prizes of £30 and £20 respectively. The winner of the first prize will also receive a medal.

*In Spanish.* Two prizes of £30 and £20 respectively. The winner of the first prize will also receive a medal.

Other modern languages (*e.g.* Swedish, Danish, Dutch, Norwegian, Portuguese, Finnish, Polish and Serbo-Croat) may be offered if the approval of the Director of the Naval Education Service is obtained beforehand. Further prizes of £20 and £10 in any of these languages may be awarded if candidates of sufficient merit present themselves, provided the total amount awarded in prizes in any one year does not exceed £350.

Certificates will also be awarded to all candidates

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whose work shows real merit. The fact of an officer receiving a prize or certificate will be noted in his favour in the official records.

9. A certificate of merit obtained in these examinations, denoting as it does a much higher standard that that required to pass the Linguist (without oral) examination of the Civil Service Commission, gives exemption from this test. Candidates who do not qualify for a certificate of merit, but whose examination results are considered to justify exemption from the Linguist (without oral) examination, will be given certificates to that effect.

10. The prizes will be normally awarded on the lines indicated in Paragraph 8, though the Admiralty Board reserves power to withhold the award of any prize where the candidates do not reach a sufficiently high standard, or to combine two prizes and divide them equally where candidates are reported as of equal standard, or to vary the amount of individual prizes, subject always to the overriding total limit of £350.

* *Note.*—The terms of award of these prizes apply to the 1955 Scheme of training. Revised arrangements for their award under the 1960 Scheme will be published in the next edition of the Appendix to the Navy List.

## ALLOCATION OF AVIATION PRIZES

With effect from 1st October 1963, aviation prizes will be allocated as follows:—

| *For Pilots* | *Annual Award* |
|---|---|
| (*a*) The best pilot completing Flying Training School at R.A.F., Linton-on-Ouse. | (i) The Flying Trophy<br>(ii) The Herbert Lott Prize of £15 for the best pilot qualifying. |
| (*b*) The best All Weather Fighter Pilot completing Operational Flying School at Yeovilton. | (i) The Ferguson Trophy.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| (*c*) The best Airborne Early Warning Pilot completing Operational Flying School at Culdrose. | (i) Trophy to be allocated.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| (*d*) The best anti-submarine pilot completing Operational Flying School at Portland. | (i) Trophy to be allocated.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| (*e*) The best strike pilot completing Operational Flying School at Lossiemouth. | (i) The Sandison Trophy (see page 146).<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| *For Observers* | *Annual Award* |
| (*f*) The best observer completing basic training. | (i) The Daedalus Trophy for the best observer, General List or Supplementary List.<br>(ii) Two Herbert Lott Prizes of £7 10s., one each for the best General List and Supplementary List observers qualifying. |
| (*g*) The best All Weather Fighter observer completing operational training at Yeovilton. | (i) Trophy to be allocated.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| (*h*) The best Airborne Early Warning observer completing operational training at Culdrose. | (i) Trophy to be allocated.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| (*i*) The best anti-submarine observer completing operational training at Portland. | (i) Trophy to be allocated.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |
| (*j*) The best strike observer completing operational training. | (i) Trophy to be allocated.<br>(ii) Admiral Sir Dudley Pound Prize of £7 10s. |

2. Other aviation trophies are awarded annually as follows:—

| | |
|---|---|
| (*a*) The Kelly Memorial Trophy (see page 64). | For the best General List Aviator qualifying for the award of pilot's "wings." |
| (*b*) The Wallrock Trophy (see page 67). | For the best all-round Naval Air Cadet after General Naval and Air Training. |
| (*c*) The Boyd Trophy. | For the best aviation feat. |
| (*d*) The Henry Leigh Carslake Prize (see page 63). | For the best essay submitted by an observer (or jointly by two observers) of or below the rank of Lieutenant-Commander on a subject set each year about the Fleet Air Arm. |
| (*e*) The Herbert Lott Prize (see page 63). | For the best essay submitted by a pilot (or jointly by two pilots) of or below the rank of Lieutenant-Commander on a subject set each year about the Fleet Air Arm. |

# ROYAL NAVAL AND ROYAL MARINES SCHOLARSHIP SCHEME AND ROYAL NAVAL RESERVED CADETSHIP SCHEME

The Ministry of Defence offers a limited number of Scholarships to suitable candidates aged about 16 who wish to make a career in the Royal Navy or the Royal Marines.

A place will be reserved at the Britannia Royal Naval College, Dartmouth, or the Officers' Training Wing, Royal Marines, Lympstone, for each Scholar who fulfils the conditions of these regulations, and his parents or guardians will, through this scheme, be enabled to keep their son/ward at school until he is old enough and qualified for entry as a cadet, at ages 17 to 19½. There will also be a number of "Royal Naval Reserved Cadetships" available, (See paragraph 3 below.)

2. *Number of Scholarships.* Up to 72 Naval Scholarships and six Royal Marines Scholarships a year, with financial assistance, may be awarded, all to commence in the September following interview.

3. *Royal Naval Reserved Cadetships.* The number of Scholarships available being limited, a number of places at Dartmouth will be reserved, in



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addition, for boys who are recommended by the Interview Board but who do not reach a sufficiently high standard to obtain a Scholarship. This will enable such boys to continue their studies to Advanced Level (or equivalent) in the knowledge that provided they pass the necessary examinations and the final medical board, they will be accepted into the Navy. Normally, the same educational standards must be reached for Reserved Cadetships as for Naval Scholarships, but the former will carry no financial assistance. Boys who narrowly fail to reach the full educational standard, however, but have at least four passes at Ordinary level in the General Certificate of Education or equivalent, including two of the required subjects, may be considered for the award of Royal Naval Reserved Cadetships. This scheme does not apply to candidates for the Royal Marines.

4. *Eligibility.* The Scheme will be open to any boy undergoing full-time instruction at any school recognised by the appropriate Education Authority in the United Kingdom, the Isle of Man, the Channel Islands or a British Forces school overseas, which has facilities for educating him up to the standard of the Advanced Level of the General Certificate of Education or its equivalent in Scotland or Northern Ireland.

5. *Qualifications.* Candidates must have attained the educational qualifications given in Appendix I before the September in which the awards are due to commence. They will be required to produce evidence of passes already gained.

Successful boys will undertake to remain at their existing schools and work to qualify educationally for entry into the Britannia Royal Naval College, Dartmouth, or the Officers' Training Wing, Royal Marines, Lympstone. (See Appendix I of each of (*a*) Cadet Entry into the General List of the Royal Navy, and (*b*) First Appointments in the Royal Marines, for brief guide to the required standards. Full details are contained in the Scholarship regulations.)

6. *Specialisation.*

(*a*) Candidates who wish to be considered for a Royal Naval Scholarship or Reserved Cadetship will be asked to state, in order of preference, the specialisations in which they would prefer to serve. Successful boys will be informed before entry to Dartmouth of the specialisation in which they have gained a vacancy, and may alter their original choice during the tenure of their award. Every effort will be made to allot vacancies according to the order of preference of candidates.

(*b*) Those who wish to be considered for a Royal Marines Scholarship may enter for this service in addition to their candidature for a Royal Naval Scholarship or Reserved Cadetship, or may submit themselves as candidates for a Royal Marines Scholarship only.

The Ministry of Defence reserves the right to allocate boys who have R.N. and R.M. in their choice to Service as required, and those accepted for the R.N. to specialisations as required.

7. *Age Limits and Closing Dates.* Candidates must be aged 15 years but not yet 17 years 6 months on 1st September in the year of the award.

Full details and application forms can be obtained from:—Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1.

7A. *Participation in more than one Competition.* A candidate who has been unsuccessful in obtaining a Scholarship at his first attempt may try again in a subsequent competition, provided that he still meets the age qualifications set out in paragraph 7 above, and subject also to the proviso that no boy may make more than two attempts for an award under the scheme.

If the holder of a Royal Naval Reserved Cadetship makes a second attempt to obtain a Naval Scholarship, it should be understood that his performance in the later competition will be taken into account in relation to his award, i.e. if he fails to reach a satisfactory standard at the final Interview Board, the award of a Royal Naval Reserved Cadetship will be *withdrawn.*

8. *Procedure for Application.* Applications should be forwarded to the Ministry of Defence, Naval Personnel Division I (Scholarships), Old Admiralty Building, London, S.W.1, to reach there by the stated closing date. The Ministry will consider only those applications which have been endorsed by a boy's Headmaster to show that he is prepared to support his application and to retain him at school after the award of a Scholarship or a Royal Naval Reserved Cadetship. It will not be possible to consider applications from boys outside the age limits, or applications received after the appropriate closing date.

9. *Nationality.* To be eligible, candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division 1).

10. *Tenure of Scholarships and Reserved Cadetships.* An award will not normally be held for more than two years, and is subject to satisfactory progress and conduct.

11. *Procedure for Selection.* Candidates will first be called for interview before a Preliminary Selection Board. Those candidates who are successful at this first Selection Board will later be called for a second interview before the Admiralty Interview Board, and will undergo tests of intelligence, aptitude and personality.

12. *Travelling Expenses.* Where travelling expenses above 5s. 0d. within the United Kingdom are incurred in connection with the interviews, second-class rail or bus fares from a candidate's normal place of residence will be refunded. Board and lodging will be provided free of charge to candidates while attending the final Interview Board. The cost of other overnight accommodation (or a sleeping berth on a train or ship) including evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home, will be refunded, provided a receipted bill or voucher is produced for each night's stay.

13. *Medical Examination.* Candidates who reach a satisfactory standard at the final Interview Board will undergo a medical examination in London. Details of the medical standards required are given in Appendix II.

14. *Award of Scholarships and Reserved Cadetships.* The Ministry of Defence will award Naval and Royal Marines Scholarships up to the limit of the number available, and Royal Naval Reserved Cadetships to those boys of a sufficiently high standard, in accordance with the order of merit shown in the competition.

15. *Financial Assistance for Scholars.* Where a boy's parents or guardians pay school fees, they are eligible for a refund of up to £160 per annum towards the tuition element of such fees. They may also receive a maintenance grant of up to £100 a year if their net annual income is £1,700 or below.

16. *Undertaking to enter Royal Navy or Royal Marines.*—When a Scholarship or Royal Naval Reserved Cadetship is awarded an undertaking must be given by the parent or guardian that the candidate intends to remain at school for the required period and to do his best to qualify for entry as an officer into the Royal Navy or Royal Marines at about the

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age of 17 to 19½. If a Scholar withdraws from this obligation, the parent or guardian will be required to refund to the Ministry of Defence any instalments of a Scholarship paid in the interim.

17. *Reciprocal Undertaking.* In return for the undertaking described above, the Ministry of Defence will reserve a place for each scholar and holder of a Royal Naval Reserved Cadetship at Dartmouth or Lympstone, subject to his satisfactory progress and behaviour, to his remaining medically fit (all boys will undergo a further medical examination before entry), and to his reaching the qualifying educational standard. Normally Scholars and holders of Royal Naval Reserved Cadetships will not be required to undergo a further interview, but this may sometimes be necessary where progress and behaviour is not fully satisfactory.

18. Lack of success in this competition will in no way prejudice the chances of a boy who wishes to be considered for officer entry at the age of 17 to 19½, or who wishes to join the Royal Navy or Royal Marines by any other method.

## APPENDIX I

Brief Description of Educational Requirements for the Award of a Scholarship or a Royal Naval Reserved Cadetship. (Boys who are sitting qualifying examinations in the summer before the September in which the awards are due may still be considered, since the results of such examinations can be obtained by the Ministry of Defence before the awards are finally announced.)

**1. Royal Naval Scholarships and Royal Naval Reserved Cadetships.**

To qualify for the award of a Scholarship or Royal Naval Reserved Cadetship, a candidate must attain one of the following standards before the September in which the awards are due to commence:—

(*a*) Passes in a General Certificate of Education examination at the Ordinary Level or in the Scottish Certificate of Education at the Ordinary Grade in:

English Language, (English in Scotland)
Mathematics,
Physics or Physics-with-Chemistry, and
two other subjects.

A boy who is not taking up to two of these subjects (other than English Language) at Ordinary Level or Grade because he is taking them at Advanced Level or the higher Grade may be accepted, provided he possesses three acceptable Ordinary Level passes (including English), and his Headmaster certifies that he is to offer the other subjects at Advanced Level or the Higher Grade within the tenure of the Scholarship or Reserved Cadetship, with reasonable hope of success.

(*b*) Candidates who are taking special syllabus courses which require Ordinary Levels but which work eventually towards Advanced Levels within the tenure of the award will also be considered.

(*c*) Any other examination which, in the opinion of the Ministry of Defence, is of a standard equivalent to or higher than those mentioned above, will be considered.

**2. Royal Marines Scholarships.**

To qualify for the award of a Scholarship a candidate must attain the following standard before the September in which the awards are due to commence:

(*a*) Passes in a General Certificate of Education examination at the Ordinary Level or in the Scottish Certificate of Education at the Ordinary Grade in:

English Language, (English in Scotland)
Mathematics, and
three other subjects.

(*b*) Consideration will be given to boys who are taking special courses which require subjects to be taken later than the September in the year of the competition, but which work eventually to Advanced Levels or Higher Grades within the tenure of the award.

(*c*) Any other examination which, in the opinion of the Ministry of Defence, is of a standard equivalent to or higher than those mentioned above, will be considered.

## APPENDIX II

### Physical Requirements for Candidates

1. With a view to preventing candidates who may be physically unfit for Her Majesty's Service from incurring the inconvenience and expense of preparing for commissions in the Royal Navy or Royal Marines, it is suggested that they undergo examination by a qualified medical practitioner to whom the list of defects below may be submitted for guidance.

2. It should be understood that this private examination is merely suggested as a guide for intending candidates and to lessen the chances of disappointment, and it is by no means intended to take the place of, or to influence in any way, the official examination. If the candidate decides to undergo a preliminary examination, the question whether he arranges for it to be carried out privately or under the National Health Scheme is one which rests entirely with the applicant and the medical practitioner concerned. Specialist reports concerning any defect from which the candidate might suffer will always be considered by the Naval Medical Board and (if any) they should accompany the candidate at the time of his medical examination.

**3. Physical Defects which cause Rejection**

(1) Poor physique, imperfect development or skeletal deformity, either hereditary or acquired; obesity.
To be judged on their present or future effect on functional ability.

(2) Skin disease, unless temporary or trivial. Scars which, by their extent or position cause or are likely to cause, disability or marked disfigurement. Diseases and deformity of the nails. Alopecia areata, if chronic.

(3) Malformation of the head, Deformity from fracture or depression of the bones of the skull. Impaired intellect, epilepsy, paralysis of speech, stammer, neuro-psychiatric disorder or history thereof.

(4) Impaired hearing; discharge from, or disease of, one or both ears; unhealed perforations of the tympanic membranes; radical or modified radical mastoid operations. A cortical mastoid operation, provided the ear is healthy, the tympanic membrane intact, and there is no defect of hearing, is not a cause for rejection.

(5) Disease of the bones or cartilage of the nose, and nasal polypus. Diseases of the naso-pharynx.

(6) Disease of the throat, palate and tonsils; simple hypertrophy of the tonsils, if there is no history of recurrent attacks of tonsillitis, is not a cause for rejection. Diseased gums, disease or injury affecting the normal function of either mendibular joint.

(7) Gross congenital defects of the jaws or gross defects due to accident or disease or gross oral sepsis.*

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(8) Tuberculous glands of the throat and neck. Enlargement of the thyroid gland. Hyperthyroidism. Scars of operations for the removal of tuberculous glands are not a cause for rejection, provided that there has been no active disease within the preceding five years, and the chest is clinically and radiologically clear.

(9) Pulmonary tuberculosis, unless there is clear evidence that the disease is arrested and has been inactive for the preceding five years. Chronic disease of the chest. A history of treatment with anti-tuberculosis drugs, where it can be proved that this was merely given on account of mantoux conversion (i.e. during the formation of primary complex) and if it can be confirmed that there was subsequently a satisfactory history and chest X-ray, need be no bar to entry.

(10) Functional or organic disease of the heart and blood vessels.

(11) Allergic diseases, including asthma, hay fever and eczema where these form, or are likely to form, a serious impediment to the efficient performance of duty. Migraine, if severe. If there is any history of asthma clear evidence must be produced that there has been complete freedom from an attack for the preceding five years.

(12) Undue swelling or distension of the abdomen; peptic ulceration or history thereof. Disease of the liver, spleen or kidneys; hernia or tendency thereto. Successful surgical repair of a hernia will not cause rejection.

(13) Albuminuria; unless the first morning specimen is clear, and there is no clinical evidence (e.g. cardiac hypertrophy or raised blood pressure), or history which suggests impaired renal function.

(14) Glycosuria; unless a satisfactory report of a sugar tolerance test is produced.

(15) The absence of one testicle should not cause rejection unless the testicle has been removed on account of disease or its absence has affected the bodily or mental health of the candidate. If a testicle is situated in the inguinal canal or at the external ring, it must be either removed or brought down into the scrotum or returned to the abdomen. If the result of the operation is satisfactory and the other testicle is in the scrotum and normal in character, the candidate may be accepted.

(16) Hydrocele, or other serious defect or malformation of the genital organs. Incontinence or enuresis within the preceding five years. Varicocele, if it clearly forms, or is likely to form, a serious impediment to the efficient performance of duty.

(17) Fistula or fissure of the anus; haemorrhoids or any disease of the bowels or stomach.

(18) Paralysis, weakness, impaired motion, or deformity of the upper or lower extremities from whatever cause; a varicose state of the veins, especially of the leg. Bunions, distortion or malformation of the hands, feet, fingers or toes.

* Parents or guardians must arrange for dental defects in accepted candidates to be remedied before joining.

(19) A proven history of Rheumatic fever or Chorea within the past two years, even in the absence of any abnormal cardiac signs. Any history of repeated attacks of Rheumatic fever or Chorea. If there is any history of an isolated attack prior to two years before examination for entry into the Royal Navy, a specialist's examination is required, and if this excludes all signs of cardiac involvement, the candidate may be accepted.

(20) Deformity or any chronic disease of the eyes or eyelids.

(21) Seasickness, if severe.

(22) No person will be admitted into Her Majesty's Service unless he has been vaccinated or revaccinated during the three years preceding the date of his entry.

(23) Royal Marines candidates must be at least 5 ft. 2 in. in height.

**4. Visual Standards for Royal Naval Scholarships and Royal Naval Reserved Cadetships**

Unaided distant vision 6/6, 6/12. Unaided near vision N5, E.E. Any defect must be solely due to error of refraction. Refractive error limits (under homatropine):

(*a*) Hypermetropia. In the better eye 2.5 dioptres. In the worse eye 3.0 dioptres.
(*b*) Astigmatism. In the better eye 0.75 dioptres. In the worse eye 1.0 dioptre.
(*c*) Myopia. No myopic element in any meridian is permissible.

Fields of vision must be normal to confrontation test.
Muscle balance: Stereoscopic vision is required and squint will debar from entry.
The limits of heterophoria tested with Maddox rod at 6 metres are:

Eso- or Exo-phoria — 6 prism dioptres
Hyperphoria — 1 prism dioptre

Colour perception, standard ONE. This entails complete success on the Martin Lantern which is the only official test for entry.

A strictly limited number of awards for the Engineering (Mechanical and Electrical) or Supply and Secretariat Specialisations (see also para. 15 of the regulations) may be made to candidates with visual standards slightly lower than the above.

**5. Visual Standards for Royal Marines Scholarships**

Unaided distant vision 6/9, 6/9, correctable to 6/6, 6/6. Unaided near vision N5, E.E. Any defect must be solely due to error of refraction. Refractive error limits (under Homatropine):

(*a*) Hypermetropia. 5.0 dioptres in either eye.
(*b*) Astigmatism. The difference between axes must not exceed 5.0 dioptres.

Fields of vision must be normal to confrontation test.
Muscle balance: Stereoscopic vision must be present; squint will debar from entry.
The limits of heterophoria tested with Maddox rod at 6 metres are:

Eso- or Exo-phoria — 6 prism dioptres.
Hyperphoria — 1 prism dioptre.

Colour perception, standard ONE. This entails complete success on the Martin Lantern.

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# CADET ENTRY INTO THE GENERAL LIST OF THE ROYAL NAVY
# SEAMAN, SUPPLY AND SECRETARIAT, AND ENGINEERING (MECHANICAL AND ELECTRICAL) SPECIALISATIONS

*(The Ministry of Defence reserves the right to amend these regulations, but as much notice as possible will be given of any alterations.)*

## PART I: GENERAL

### AWARD OF CADETSHIPS

1. Cadetships in the General List of the Royal Navy are awarded each September to candidates who have gained certain educational qualifications and been successful in passing the Naval medical examination and selection procedure.

2. The educational qualifications required for the different specialisations are shown in the entry regulations and are briefly given in Part II. Candidates may participate in the selection procedure only if they are likely to obtain the educational requirements before the date of the entry for which they apply.

### APPLICATIONS

3. Forms of application for admission to the competition and interview will be sent on request by letter, addressed to:

Royal Naval Careers Service,
Officer Entry Section,
Old Admiralty Building,
Whitehall,
London, S.W.1.

The form must be completed in the candidate's own handwriting and returned to:

Ministry of Defence,
Naval Personnel Division 1 (Cadets),
Old Admiralty Building,
Whitehall,
London, S.W.1.

### AGE LIMITS

4. Candidates must be 17 years or over but under 19 years 6 months on the 1st September of the year of entry.

5. Candidates should not apply unless they are able to qualify educationally before the next entry into the Britannia Royal Naval College, Dartmouth.

6. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of date of birth. A Registrar's copy of the candidate's birth certificate must be supplied (or, if one cannot be obtained, other documentary evidence, including a statutory declaration made by one of his parents or guardians before a magistrate, giving the exact date of his birth).

### NATIONALITY

7. To be eligible candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

8. Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division 1).

### INTERVIEW

9. All eligible candidates are required to attend the Admiralty Interview Board in H.M.S. *Sultan* at Gosport, Hampshire, to assess their suitability for cadetships. The Board is under the presidency of a Flag Officer or a Captain, R.N., and includes a Headmaster, a Psychologist and two other Naval Officers. The assessment takes account of academic attainments and Headmasters' reports together with the results of tests of intelligence, aptitude and personality conducted by the Board. Candidates are permitted two attempts at interview, but only one attempt is allowed for each entry.

10. Candidates may not appear before the Admiralty Interview Board for a second attempt until at least six months later. Those who are unsuccessful at their second interview or are over age to be considered again for the General List, may apply for a commission on the Supplementary List for aircrew, seamen or electrical duties; they may not, however, attend for interview until twelve months have elapsed since their previous interview.

### PHYSICAL STANDARD

11. It is important that candidates should have been thoroughly examined by their own doctor before they forward their applications; disappointment is often caused by the discovery of defects which could have been revealed by a preliminary examination and remedied before the official medical examination.

12. Any preliminary examination, either privately or under the National Health Scheme, is entirely a matter between the candidate and his doctor.

13. Candidates who receive a sufficiently high assessment from the Interview Board are usually called for a medical examination by the Naval Medical Board about a week later.

14. Candidates found physically fit at this examination are not specially notified, but the parents or guardians of candidates who are below the physical and/or visual standards, are informed as soon as possible so that they may appeal, if they wish, to the Medical Appeal Board. This consists of the Medical Director-General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the alleged disqualification(s). Appeals must be forwarded before the date specified in the letter notifying a candidate's rejection, and be accompanied by a cheque or crossed postal order for one guinea; if the appeal is successful the guinea will be refunded. Expenses incurred on travelling, meals and accommodation for attendance at Appeals Boards are not refundable.

### TRAVELLING AND OTHER EXPENSES

15. Where travelling expenses above 5s. 0d. within the United Kingdom are incurred in order to attend the selection tests, second class rail or bus fares from a candidate's school or normal place of residence in the United Kingdom will be refunded. Lodging and food are provided free of charge at H.M.S. *Sultan*.

16. Candidates who have to travel long distances to reach the interview board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meals, bed and breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation. No other expenses on accommodation and meals can be refunded.

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## UNIVERSITY CADETSHIP SCHEME

18. Cadet candidates may also compete for the award of an R.N. University Cadetship. To be eligible candidates must have been accepted, at least provisionally, for a recognised university in the United Kingdom; applications should be made not later than 1st April in the year that they expect to enter university.

19. Successful candidates, instead of entering Britannia Royal Naval College, Dartmouth, as a Cadet when qualified will be appointed and paid as Acting Midshipman whilst undergoing their university studies, and required to undergo service training, both ashore and afloat, during some of their vacations.

20. For further details and application form write to Ministry of Defence, Naval Personnel Division 1 (University Cadetships), Old Admiralty Building, Whitehall, London, S.W.1.

## CANDIDATURE FOR OTHER TYPES OF COMMISSIONS

21. Information about other methods of officer entry into the Royal Navy and Royal Marines may be obtained from the Ministry of Defence, Royal Naval Careers Service (Officer Entry Section), Old Admiralty Building, Whitehall London, S.W.1.

22. Candidates who wish to be considered for more than one type of entry are required to state their order of preference on their application form. They will be called to attend the Interview Board appropriate to their first choice and will be considered for all entries at the same time.

## APPLICATIONS FROM CANDIDATES IN COMMONWEALTH COUNTRIES

23. Candidates who belong to families resident in Commonwealth countries may be considered for appointment to cadetships. Such candidates must actually live and receive their education in the Commonwealth country.

24. Applications should be forwarded through the appropriate channels i.e. the Government of the Commonwealth country concerned, or the nearest naval authority, to reach the Ministry of Defence, Naval Personnel Division 1, at least 9 months before the entry date.

25. An extension of six months on the upper age limit of 19½ years is allowed to Commonwealth candidates as they are normally unable to take the summer G.C.E. examinations in time for entry in the same year.

26. Equivalent education qualifications to those shown in Part II must be obtained. These can be achieved, for example, by obtaining Ordinary and Advanced Level passes in the London Overseas G.C.E. examinations, or credits in the Cambridge Overseas School Certificate (in place of the G.C.E. Ordinary level) and passes at principal standard in the Cambridge Overseas Higher School Certificate (in place of the G.C.E. Advanced level). Passes in certain Commonwealth Matriculation and School Leaving Certificate examinations may be accepted in place of G.C.E. Ordinary level passes. Candidates should sit the overseas winter examinations for entry in the following autumn, and they are advised to make enquiries from local universities or education authorities at least six months before the examination date.

27. The physical and visual standards are set out in Part III. Wherever possible the Naval interview and medical examination are conducted in candidates' own countries, but they are required to pay their own travelling and other expenses in this connection. They will be expected to attain a standard not below that of the lowest successful U.K. candidate in the competition as a whole.

28. Candidates accepted for appointment can claim for the cost of fares to the United Kingdom from the port of embarkation or airport. Second or tourist class passage by sea is payable or, where possible, arrangements are made by air charter. Travelling expenses from destination in England to Dartmouth, or from the port of disembarkation direct to Dartmouth are also refundable.

## CONDITIONS OF ENTRY

29. Successful candidates are appointed to Britannia Royal Naval College, Dartmouth, in September, and those who have a long wait before they enter the Service are urged to continue their studies at school or elsewhere in the meantime; such study will materially assist them at Dartmouth.

30. Candidates must be unmarried and are not permitted to marry whilst serving as Cadets.

31. Candidates must be able to swim 50 yards, and tests are given at Dartmouth shortly after entry.

32. Successful candidates enter the Royal Navy for service in one of the following specialisations of the General List:

Seaman
Engineering (Mechanical or Electrical)
Supply and Secretariat

33. Candidates are allowed, before entering, to restate their choice of the specialisation(s) for which they are qualified. Every effort is made to meet the candidate's choice. Application to change specialisations during the first two years in the Royal Navy will be sympathetically considered, but the change must be in the interests of the Service and supported by good reasons. Officers of the Engineering Specialisation may state on arrival at Manadon whether they prefer to study mechanical or electrical engineering, and as much account as possible is taken of their preference.

34. The whole period of training up to confirmation in the rank of Sub-Lieutenant is one of probation, and the Ministry of Defence reserve the right to require the withdrawal of a Cadet, Midshipman or Acting Sub-Lieutenant, if, in their opinion:

(*a*) he fails to reach a satisfactory standard in training, or
(*b*) his conduct is unsatisfactory, or
(*c*) he does not display the qualities required of a naval officer.

## UNIFORM

35. Cadets are provided with uniform outfits on entry free of charge. On promotion to Midshipman and to Acting Sub-Lieutenant, officers are supplied with further free issues of clothing and are given cash grants to purchase additional items of uniform. Cash grants in respect of officers under 21 years of age may be paid direct to a parent or guardian if application is made before the officer is promoted.

36. Officers whose appointments are terminated compulsorily before they have completed two years service will be required, at the discretion of the Admiralty Board, to return their principal items of free issue uniform, charges being raised against their pay for any specified article not returned.

37. If for any reason an Officer is permitted to withdraw from training voluntarily, he, or if under 21, his parent or guardian, will be required, at the discretion of the Admiralty Board, to refund the value of the uniform and cash grants issued to them on entry as a Cadet and on promotion to Midshipman and Acting Sub-Lieutenant on the following scale, calculated in each case from the time of each individual free issue or cash grant:—

| | |
|---|---|
| Under 1 year .. .. .. | In full |
| After 1 year but under 2 years .. | Two thirds |
| After 2 years but under 3 years .. | One third |
| After 3 years .. .. .. | Nil |

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For example, in the case of a Midshipman withdrawing in his second year after entry, repayment would be required of the whole of the value of the outfit, and grant given to him on promotion to Midshipman, plus two thirds of the outfit issued to him on entry as a Cadet.

PAY

38. The rates of pay and marriage allowance of officers on the General List are shown at the beginning of this book. These rates are subject to small deductions for recreational purposes and messing contributions.

39. Officers in the Royal Navy are not encouraged to cultivate expensive tastes; this is borne out by the stringent regulations as to messing charges, the maximum for which is 2s. a day.

40. In addition to full pay, and marriage allowance, other allowances are payable in certain cases, e.g. Education Allowance for children attending full time boarding school—£185 for first child, £225 for second child, £260 for third child.

TRAINING

41. Cadets of all specialisations are appointed for a year to the Britannia Royal Naval College, Dartmouth, for basic Naval training and this includes a three months' cruise in the Dartmouth Training Squadron.

42. On satisfactory completion of their first year's training at Dartmouth, cadets are promoted to Midshipmen on the 1st of September and appointed to Ships of the Fleet. They all undergo the same training and are required to obtain a Certificate of Competence. Towards the end of this year they undergo the Midshipman's Examination, the results of which count towards their eventual seniority as Lieutenants.

43. Midshipmen are promoted to Acting Sub-Lieutenants on the 1st of September after their year in the Fleet provided they have obtained a Certificate of Competence and passed the Midshipmen's examination. The Seaman and Supply specialists return to Dartmouth. The Engineering specialists go to the Royal Naval Engineering College at Manadon, Plymouth, or to Cambridge University.

44. A small number of Seaman and Supply and Secretariat Officers are selected to undertake a three year degree course at a civilian university on completion of their second year of naval training. There is no restriction on the subject matter of the degree course that may be undertaken by Seaman Officers, but Supply and Secretariat officers will be restricted to a course of study leading to a degree in Law, a modern language, economics or a subject considered by the Ministry of Defence as relevant to the needs of officers in the specialisation. Selection for a place at a university will depend upon officer's own academic merits, on his being able to satisfy the university entry requirements and on his general conduct and progress in Naval training.

45. *Seaman Specialists* then undergo a year of academic study with special attention to Mathematics and Physics. In their fourth and final year of training they are given courses ashore and in training ships covering all professional subjects. Examinations are held during the third and fourth years, the results of which also count towards eventual seniority as Lieutenants. They will then return to the Fleet to gain their Watchkeeping Certificates.

46. Seaman officers are subsequently required to sub-specialise in any one of the following:—aviation, gunnery, navigation and aircraft direction, submarines, communications, torpedo and anti-submarine warfare, mine warfare and clearance diving and surveying.

47. *Engineering Specialists (Mechanical and Electrical).* Officers selected for this specialisation spend three years reaching the necessary academic standard to enable them to qualify for graduate membership of the Institution of Mechanical Engineers or the Institution of Electrical Engineers. A small number of Officers will be selected to read the Mechanical Sciences Tripos at Cambridge University. These Officers are required to qualify and make application for admission to Cambridge colleges before starting their Naval training.

48. The majority of engineer officers spend the three years at the Royal Naval Engineering College, Manadon, where they either read for the external B.Sc.(Eng.) degree of the University of London or undergo a diploma course which is recognised by the professional Institutions named above and which leads to associate membership of the appropriate Institution.

49. On completion of the academic course, engineer officers undergo application training on naval equipments.

50. The results obtained on the degree and diploma courses count towards their eventual seniority as Lieutenants.

51. Engineer officers sub-specialise in marine propulsion, submarine, weapon, electrical and aircraft engineering and may qualify as pilots or observers.

52. *Supply and Secretariat Specialists.* During the third year of their training, these officers undergo an academic course similar to that for Seaman specialists. In their fourth year, they are given courses on naval equipment and weapons, and are trained in supply duties. Examinations are held during the third and fourth years, the results of which also contribute towards their eventual seniority as Lieutenants. They are then appointed for duty in the Fleet. Supply specialists whose eyesight is of the required standard have an opportunity to obtain Bridge Watchkeeping Certificates as an additional qualification, though this is not essential for their future careers.

53. Officers in the Supply and Secretariat Specialisation do not sub-specialise, but are employed on secretarial and staff work, legal, accounting, catering and storekeeping duties as the occasion arises.

PROMOTION AFTER TRAINING

54. According to age on entry and results achieved in his passing out examinations, an officer reaches the rank of Lieutenant between approximately 21½–24 years of age.

55. Promotion to Lieutenant Commander takes place after attaining 8 years seniority as Lieutenant, and advancement to Commander and higher ranks is by selection in competition with other General List officers.

## PART II

## ACADEMIC REQUIREMENTS

Particulars of the educational requirements are set out in detail in the Cadet entry regulations, copies of which can be obtained from the Royal Naval Careers Service, Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1.

The requirements are very briefly as follows:—

*Seaman and Supply and Secretarial Specialisations*

Five passes in the General Certificate of Education examination, including English Language, Mathematics, and Physics or Physics-with-Chemistry. Two of the five passes must be at "A" level.

*Engineering (Mechanical and Electrical) Specialisation*

Five passes in the G.C.E., including English Language and Chemistry at "O" level, and Mathematics and Physics at "A" level. The "A" level Mathematics must cover Mathematics both Pure and Applied, and it is desirable (but not obligatory) that they be taken as two separate subjects or as a double subject.

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PART III

PHYSICAL REQUIREMENTS FOR CANDIDATES FOR CADETSHIPS IN THE ROYAL NAVY

The standard of physical fitness required and particulars of defects which cause rejection are as shown under the Royal Naval Scholarship Scheme.

VISUAL STANDARDS

SEAMAN SPECIALISATION

| *Distant Vision* | *Near Vision* | *Colour perception Standard* |
|---|---|---|
| 6/9 6/12 | N5 EE | One |

Any defect of form vision must be solely due to error of refraction and be capable of correction to 6/6.

Refractive error limits (under homatropine).

Total Hypermetropia:—
2.5 dioptres in the better eye, 3.0 dioptres in the worse eye.

Astigmatism:—
0.75 dioptre in the better eye, 1.0 dioptre in the worse eye.

Myopia:—
No myopic element in any meridian is permissible.

The fields of vision must be normal to the confrontation test. Stereoscopic vision must be present.

Heterophoria (maddox rod at 6 metres) must not exceed:—

| | |
|---|---|
| Eso- and Exo-phoria .. | 6 prism dioptres |
| Hyperphoria .. .. | 1 prism dioptre |

Exceptions to these standards may be allowed as follows:—

(*a*) A candidate whose unaided visual acuity is not worse than 6/12 6/24 (even though due to myopia) and who presents himself for examination wearing contact lenses may be accepted for entry if there are any remaining vacancies after all suitable candidates who are fully visually fit have been accepted; provided that:—

(1) The lenses are not micro-corneal;

(2) He has acquired full tolerance to the lenses;

(3) Visual acuity with the lenses is 6/6 6/12;

(4) He is visually fit in all other respects except for visual acuity and myopia.

Any candidate contemplating wearing contact lenses is advised to consult Naval Personnel Division 1 (Cadets) beforehand.

(*b*) A candidate with incipient myopia who is visually fit in all other respects may be accepted for entry only if:—

(1) He is unwilling to enter another specialisation;

(2) There are any remaining vacancies *after* all those with contact lenses have been accepted;

(3) He clearly understands that should contact lenses subsequently become necessary, he will be invalided if unable to tolerate them.

SUPPLY AND SECRETARIAT SPECIALISATION AND ENGINEERING SPECIALISATION

Distance and reading glasses are permitted at all times.

| *Distant Vision* | *Near Vision* | *Colour perception Standard* |
|---|---|---|
| 6/60 6/60 correcting to: 6/6—6/12 | N.6 EE with glasses | Three |

Refractive error limits (under homatropine).

Total Hypermetropia 5.0 dioptres in either eye.

Astigmatism. The difference between the axes must not exceed 5.0 dioptres.

Myopia. 4.0 dioptres in either eye.

The fields of vision must be normal to the confrontation test.

A concomitant squint is permitted only if it is not abnormal cosmetically with and without glasses.

If binocular vision is present, heterophoria (maddox rod at 6 metres) must not exceed:—

| | |
|---|---|
| Eso- and Exo-phoria .. | 6 prism dioptres |
| Hyperphoria .. .. | 1 prism dioptre |

## ROYAL NAVAL UNIVERSITY CADETSHIPS SEAMEN AND ENGINEERING (MECHANICAL) AND (ELECTRICAL) AND SUPPLY AND SECRETARIAT

INTRODUCTION

1. To assist young men both to achieve a University degree and to follow a Naval career, the Royal Navy has introduced a scheme whereby a limited number of University cadetships will be awarded annually to suitably qualified candidates who wish to serve on permanent commissions on the General List of the Royal Navy in either the Seaman, Engineering (Mechanical) and (Electrical) or Supply and Secretariat Specialisations. To be eligible, candidates must themselves have obtained a place, or be already studying, at a University or College of Advanced Technology acceptable to the Ministry of Defence. Successful candidates will be appointed Acting Midshipmen prior to the commencement of the academic year in which they are accepted for an award and will receive pay and allowances accordingly.

CONDITIONS OF ELIGIBILITY

2. Candidates must

(*a*) be at least 17½ years of age and, normally, must not have passed their 23rd birthday, on being commissioned as Acting Midshipmen;

(*b*) have been accepted, at least provisionally, for a place at a recognised University or College of Advanced Technology in the United Kingdom or be currently undertaking as a full-time internal student a course of study leading to a degree or diploma in technology at such a University or College. There is no restriction on the subject matter of the degree course that may be undertaken by candidates for the Seaman Specialisation. Candidates for the Engineering (Mechanical) and (Electrical) Specialisation must be undertaking, or intending to undertake, a course of study leading to a degree or diploma in a suitable scientific or engineering subject whilst those for the Supply and Secretariat specialisation must be undertaking, or intending to undertake, a course of study leading

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to a degree in Law, a modern language, economics or other subject approved by the Ministry of Defence as relevant to the needs of the specialisation. Candidates' G.C.E. or equivalent qualifications must include passes in English Language, Mathematics and Physics (or Physics-with-Chemistry;

(*c*) To be eligible candidates must:

(i) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(ii) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(iii) have parents, both of whom were born in such a country or territory or in the Irish Republic, and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

(*d*) be medically fit for the duties of the Specialisation of their choice (details of the medical standards required are set out in Appendix II);

(*e*) be preferably unmarried.

## APPLICATIONS AND SELECTION

3. Competitions for these cadetships will be held annually. Forms of application may be obtained from the Ministry of Defence, University Liaison Officer, Old Admiralty Building, Whitehall, London, S.W.1. Candidates should apply as soon as possible after being awarded a place or a provisional place at a University, but in any event not later than 1st April of the year in which they intend to enter University. Those already at University may apply at any time, but the closing date for the receipt of applications for the award of a University cadetship commencing the following academic year is 1st April.

4. Applications will be acknowledged and candidates whose applications are accepted will then be required to attend the Admiralty Interview Board at H.M.S. *Sultan*, Gosport, Hants. Candidates who are considered suitable for an award by the Interview Board will be required to attend the Naval Medical Board in London.

## AWARD OF CADETSHIPS

5. The cadetships, which are limited in number, will be awarded in competition on the basis of the candidate's performance at the Admiralty Interview Board and his academic abilities as shown by reports from his school (or from the University in respect of undergraduates). Notification of awards will be made by mid-September.

6. The parents or guardians of candidates under the age of 21 who are offered scholarships will be required to execute a bond in which they undertake to pay the Ministry of Defence a sum to be decided by the Ministry of Defence, and not exceeding £1,000, should the recipient of an award exceptionally be permitted to leave the Royal Navy voluntarily before completing eight years service subsequent to graduation or as a result of medical unfitness attributable to their own fault or for failure to qualify as a result of lack of diligence.

7. Successful candidates over the age of 21 will be required to execute similar bonds, as will be candidates on reaching the age of 21 whereupon the bonds executed by their parents or guardians will become void.

## CONDITIONS OF SERVICE WHILST AT UNIVERSITY

*Entry into the Royal Navy*

8. Appointment to a probationary commission on the General List of the Royal Navy takes effect from the date of reporting for service. Appointment will be in the rank of Acting Midshipman, in which rank the University Cadetship holder will serve throughout the period he is at University.

*Withdrawal of Cadetship*

9. Award holders are expected to make satisfactory progress with their studies. Reports on their progress will be obtained at the end of each term; those who fail to make the requisite standard may have their cadetship withdrawn and their commissions terminated.

*Pay and Allowance during University Training*

10. Details of basic pay, Ration Allowance, University Residential Allowance, etc. are set out in Appendix I.

*Conditions of Service and Training*

11. After notification of awards has been made, successful candidates will be required to undergo a short naval familiarisation course before proceeding to University, and further naval training will be provided during some University vacations.

12. On graduating, successful candidates will be promoted Acting Sub Lieutenant and will undergo a course of training at Britannia Royal Naval College, Dartmouth, and at sea, which, together with the earlier vacation courses, will be equivalent to the training given to all General List officer entrants into the Royal Navy.

## FAILURE TO GRADUATE AT UNIVERSITY

13. An award holder who fails to obtain his degree will have his probationary Commission terminated, but he may be required to serve on some other form of naval commission. He may, however, be allowed to leave the Service if the Ministry of Defence consider that he is below the standard required for the Royal Navy.

## APPENDIX I

## PAY AND ALLOWANCES FOR ROYAL NAVAL UNIVERSITY CADETSHIP HOLDERS WHILST AT UNIVERSITY

*Pay.* Award holders will be appointed to a probationary commission on the General List of the Royal Navy as Acting Midshipman and will receive the basic pay of £1 12s. 6d. a day (£593 per annum).

*Allowances*

(*a*) *Ration Allowance.* Ration Allowance will be admissible at the current rate and will be payable to award holders at University; (1) during term time, and (2) during vacations when the officer has to stay in college or lodgings for purposes of study at the instance of the University authorities.

(*b*) *University Residential Allowance and Fees.* University Residential Allowance of 9s. 6d. a day is payable during term time, to officers at University only, who are living in College or lodgings (but not at home). The allowance will also be payable for any period during which an award holder has to stay in college or lodgings during vacations for purposes of study at the instance of the University authorities. The allowance may also be payable, on special authority by the Ministry of Defence, during Christmas and Easter vacations if lodgings are necessarily retained.



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University fees will be paid by the Ministry of Defence, but award holders at Universities will be responsible for paying all other charges and expenses arising out of their degree course, and they will not be eligible for allowances or concessions normally available to regular officers other than those shown above. Free travel warrants will be issued only in connection with travel to and from Naval establishments for training purposes and on joining for duty after graduating.

(*c*) *Uniform.* A uniform or Uniform Allowance will be provided on joining Britannia Royal Naval College, Dartmouth, for initial training.

*Note*:—Pay and University Residential Allowance but not Ration Allowance, are liable to Income Tax.

## APPENDIX II

### PHYSICAL REQUIREMENTS FOR CANDIDATES FOR ROYAL NAVAL UNIVERSITY CADETSHIPS

The standard of physical fitness required and particulars of defects which cause rejection are as shown in Appendix II under the Royal Naval Scholarship Scheme.

### VISUAL STANDARDS SEAMEN SPECIALISATION

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/9 6/12 | N.5 EE | One |

Any defect of form vision must be solely due to error of refraction and be capable of correction to 6/6.

Refractive error limits (under Homatropine):

Total Hypermetropia:

2.5 dioptres in the better eye,
3.0 dioptres in the worse eye.

Astigmatism: 0.75 dioptre in the better eye,
1.0 dioptre in the worse eye.

Myopia: No myopia element in any meridian is permissible. The fields of vision must be normal to the confrontation test. Stereoscopic vision must be present.

Heterophoria (Maddox rod at 6 metres) must not exceed:—

Eso- and Exo- phoria .. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre

Exceptions to these standards may be allowed as follows:—

(*a*) A candidate whose unaided visual acuity is not worse than 6/12 6/24 (even though due to myopia) and who presents himself for examination wearing contact lenses may be considered for an award if there are any remaining vacancies after all suitable candidates who are fully visually fit have been accepted, provided that:—

(1) the lenses are not micro corneal;
(2) he has aquired full tolerance to the lenses;
(3) visual acuity with the lenses is 6/6 6/12;
(4) he is visually fit in all other respects except for visual acuity and myopia.

Any candidate contemplating wearing contact lenses is advised to consult Naval Personnel Division 1 (University Cadetships) beforehand.

(*b*) A candidate with incipient myopia who is visually fit in all other respects may be accepted for entry only if:—

(1) he is unwilling to enter the Engineering Specialisation;
(2) there are any remaining vacancies after all those with contact lenses have been accepted;
(3) he clearly understands that should contact lenses subsequently become necessary, he will be invalided if unable to tolerate them.

### ENGINEERING AND SUPPLY AND SECRETARIAT SPECIALISATIONS

Distance and reading glasses are permitted at all times.

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/60 6/60 | N.6 EE | Three |

correcting to:

6/6 6/12 with glasses

Refractive error limits (under homatropine):

Total Hypermetropia: 5.0 dioptres in either eye.
Astigmatism: The difference between the axes must not exceed 5.0 dioptres.
Myopia: 4.0 dioptres in either eye.

The fields of vision must be normal to the confrontation test.

A concomitant squint is permitted only if it is not abnormal cosmetically with and without glasses.

If binocular vision is present, heterophoria (Maddox rod at 6 metres) must not exceed:—

Eso- and Exo- phoria .. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre

## COMMISSIONS IN THE SEAMEN AND SUPPLY AND SECRETARIAT SPECIALISATIONS OF THE GENERAL LIST — GRADUATE ENTRY

1. *Applications.* Candidates may apply at any time within two years of the desired date of entry and, if they pass the selection procedure, would be offered a place upon graduation provided they remained medically fit. Application forms may be obtained from the University Liaison Officer, Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1.

2. Applications should be forwarded to reach the Ministry of Defence, Naval Personnel Division 1, Old Admiralty Building, Whitehall, London S.W.1, not later than the 1st July.

3. *Age Limits.* Candidates must not have attained the age of 24 years on the 1st September of the year of entry.

4. *Nationality.* To be elgible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

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5. *Academic Qualifications.* The minimum academic requirement is a University degree or Diploma in Technology, acceptable to the Ministry of Defence, as well as passes in the G.C.E. at ordinary level in Mathematics and Physics (or Physics-with-Chemistry or both General Science and Additional General Science).

*Note:*—Exceptionally the Ministry of Defence may exercise discretion in favour of a candidate possessing no G.C.E. qualification in Physics or an acceptable equivalent, provided that the following conditions are satisfied:—

(*a*) Notwithstanding the lack of the "O" qualification in Physics or an acceptable equivalent, the Admiralty Interview Board recommend the candidate as worthy of special consideration by reason of exceptionally high general qualities.

(*b*) There is good reason to expect that, with additional training the candidate will be able to attain at least "O" standard in Physics.

6. *Interview.* Suitable candidates will be called to the Admiralty Interview Board at H.M.S. *Sultan*, Gosport, Hants.

7. Where travelling expenses above 5s. 0d. within the United Kingdom are incurred in connection with interview and medical examination, second class rail or bus fares from the candidate's normal place of residence will be refunded.

8. Candidates who have to travel long distances to reach the Admiralty Interview Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded. Lodging and food are provided free of charge at H.M.S. *Sultan.*

9. *Physical Requirements.* The physical standard is given in Appendix I. Candidates who appear before the Admiralty Interview Board will be required to undergo a medical examination by the Medical Director General (Naval). The decision of the Ministry of Defence as to physical fitness for appointment will be final.

10. *Uniform.* On joining the Britannia Royal Naval College, Dartmouth, successful candidates will be provided with a free issue of certain articles of clothing and will also be given a cash grant towards the provision of the uniform outfit. These issues are subject to certain conditions of refund in the event of an officer failing to serve for prescribed periods from date of entry. Grants on this scale are not payable to officers who have already received a gratuity in respect of previous Naval Service as an officer. Such officers may receive modified grants depending upon the length of break in service.

11. *Training.* Successful candidates will enter in the rank of Acting Sub-Lieutenant and will spend one term at the Britannia Royal Naval College at Dartmouth on the basic training course which is given to all new entrants, followed by one term in the Dartmouth Training Squadron. The next eight months will be spent at sea with the Fleet to obtain Certificates of Competence. Throughout this period, officers will be dressed as Midshipmen.

12. Officers of both Specialisations will then do professional courses appropriate to their Specialisation lasting one year. Those Seaman Officers who are judged to have an insufficient knowledge of Science and Mathematics will be given an academic term at the Royal Naval College, Greenwich, before starting their professional courses.

13. On completion of these courses, officers will be confirmed in the rank of Sub-Lieutenant and will proceed to sea. Seaman Officers will be required to obtain Bridge Watchkeeping Certificates and Ocean Navigation Certificates.

14. Failure to achieve satisfactory progress under training, or to obtain the above mentioned certificates, will involve a delay in promotion, a loss of seniority, or discharge from the Service.

15. *Promotion.* In general, graduates will be promoted to Lieutenant after 3 years 4 months with ante-date of seniority as follows:—

(*a*) First or Second Class Honours Degree .. .. .. .. 21 months
Other Degrees .. .. .. 15 months

(*b*) Up to four months will be allowed for results gained at Dartmouth, in the Training Squadron and in the Fleet, and

(*c*) Up to six months will be allowed for results gained during professional courses.

The maximum credit allowable will be 31 months. Entrants who do not satisfactorily complete their training in 3 years 4 months will be promoted to Lieutenant only on eventual satisfactory completion of training.

16. After promotion to Lieutenant, officers will be subject to the same regulations as officers entered as Cadets on the General List, i.e. they will be promoted to Lieutenant-Commander on attaining eight years seniority as Lieutenant. Advancement to Commander and higher ranks will be by selection in competition with other General List Officers.

17. Officers with a First or Second Class Honours degree who gain the full seniority possible during their training would thus be promoted to Lieutenant with a seniority of 2 years 7 months. Such officers would accordingly spend only 5 years 5 months in the rank of Lieutenant. If these officers entered at the age of 21, they would be promoted to Lieutenant-Commander before the age of 30.

18. *Pay.* Ante-dates in seniority will count towards increments in pay and for promotion, but the time so gained will not count for retired pay or for other financial purposes. Ante-dates will not carry back pay on the scale for the higher rank.

19. Rates of pay for General List officers are shown at the beginning of this book.

20. *Retirement.* Conditions of retirement for officers on the General List are given on pages 30 and 31.

## PHYSICAL REQUIREMENTS

The standard of physical fitness required and particulars of defects which cause rejection are as shown under the Royal Naval Scholarship Scheme.

## VISUAL STANDARDS

*Seaman Specialisation*

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/9 6/12 | N.5EE | One |

Any defect of form vision must be solely due to error of refraction and be capable of correction to 6/6.

Refractive error limits (under Homatropine):

Total Hypermetropia:—

2.5 dioptres in the better eye, 3.0 dioptres in the worse eye.

Astigmatism:—

0.75 dioptre in the better eye, 1.0 dioptre in the worse eye.

The fields of vision must be normal to the confrontation test. Stereoscopic vision must be present.

Heterophoria (maddox rod at 6 metres) must not exceed:—

Eso- and Exo-phoria .. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre

A candidate whose unaided visual acuity is not worse than 6/12 6/24 and who presents himself for

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examination wearing contact lenses, may be accepted for entry provided:—

(*a*) The lenses are not micro corneal.
(*b*) He has acquired full tolerance to their use.
(*c*) Visual acuity with the lenses is 6/6 6/12.
(*d*) He is visually fit in all other respects.

*Supply and Secretariat Specialisation*

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| Less than 6/60 in each eye With glasses at least 6/6, 6/24 or 6/12, 6/12 | N.5 one eye N.6 the other eye with glasses | 3 |

Spectacles may be worn on duty.

Manifest hypermetropia or myopia not to exceed 7.0 under homatropine. Hypermetropic or myopic astigmatism not to exceed 7.0 dioptres in the meridian of greater error under homatropine.

The fields of vision must be normal to the confrontation test. A concomitant squint is permissible only if it is not abnormal cosmetically with and without glasses. If binocular vision is present, heterophoria (tested with maddox rod at 6 metres) must not exceed:

Eso- and Exophoria .. .. 6 prism dioptres
Hyperphoria .. .. .. 1 prism dioptre

## COMMISSIONS ON THE GENERAL LIST OF THE ROYAL NAVY IN THE ENGINEERING (MECHANICAL AND ELECTRICAL) SPECIALISATION—GRADUATE ENTRY

1. Entries will be made once a year (in September).

2. *Academic Qualifications.* Candidates should possess Degrees in Mechanical or Electrical Engineering (or Science Degrees with suitable engineering subjects) of a recognised University, or degree equivalents. Before a candidate is accepted he should also, wherever possible, have six months' works experience, including that gained in University vacations. Candidates whose academic qualifications have not been determined by the date of interview will be considered provisionally subject to confirmation of their qualications later.

3. *Age Limits.* Candidates must not have attained the age of 25 years on 1st September of the year of entry. An extension of the age limit may be allowed at Ministry of Defence discretion to candidates who have already served a period of engagement in one of the three Services.

4. *Nationality.* To be eligible candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circunstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

5. *Applications.* Candidates may apply at any time within two years of the desired date of entry and, if they pass the selection procedure, would be offered a place upon graduation provided they remained medically fit. Forms are obtainable from the Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1. Applications should be forwarded to the Ministry of Defence not later than 1st July.

6. *Interview.* Suitable candidates will appear before the Admiralty Interview Board convened at H.M.S. *Sultan*, Gosport, Hants. Candidates who spend more than 5s. 0d. on second class rail or bus fares, will have travelling expenses reimbursed.

7. Candidates who have to travel long distances to reach the Admiralty Interview Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this expenses on accommodation and meals cannot be refunded.

8. *Uniform.* On joining the Britannia Royal Naval College, Dartmouth, successful candidates will be provided with a free issue of certain articles of clothing and will also be given a cash grant towards the provision of the uniform outfit. These issues are subject to certain conditions of refund in the event of an officer failing to serve for certain prescribed periods from date of entry. Grants on this scale are not payable to officers who have already received a gratuity in respect of a previous period of Naval Service as an officer. Such officers may receive modified grants depending upon the length of break in service.

9. *Training.* Successful candidates will be entered as Acting Sub-Lieutenants, and will undergo a course of training at Britannia Royal Naval College, Dartmouth, and at sea, lasting one year. The first two terms at Dartmouth will consist of the same basic training as is given to all new entries to the Royal Navy. The third and last term of this initial training will be spent at sea with the Fleet. During this first year of training they will be treated like and dressed as Midshipmen. Then wearing the rank of Sub-Lieutenant, they will undergo professional application courses which vary between 12 to 18 months depending on sub-specialisation. On completion of these courses officers will go to sea with the Fleet to obtain Certificates of Competence and, where appropriate, Watchkeeping Certificates.

10. Failure to achieve satisfactory progress under training or to obtain the above mentioned certificates will involve a delay in promotion, a loss of seniority or discharge from the Service.

11. *Promotion.* Officers will be confirmed in the rank of Sub-Lieutenant after 12 months and promoted Acting Lieutenants 18 months after entering the Royal Navy. Confirmation in this rank will follow on the satisfactory completion of training; an antedate of seniority of up to 12 months will be allowed depending on the class of degree obtained. A further antedating of seniority of up to 2¼ years may be awarded to those who have served in industry since graduation.

12. After promotion to Lieutenant, officers will be subject to the same regulations as those entered as Cadets. They will be promoted to Lieutenant-Commander on attaining eight years' seniority as Lieu-

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tenant; advancement to Commander and higher ranks will be by selection, in competition with other General List Officers.

13. *Pay.* Rates of pay and allowances are shown at the beginning of this book. Ante-dates in seniority will count towards increments in pay and for promotion, but the time so gained will not count for retired pay or for other financial purposes. Ante-dates will not carry back pay on the scale for the higher rank.

14. *Retirement.* Particulars of retirement are shown elsewhere in this book.

### PHYSICAL REQUIREMENTS

The standard of physical fitness required and particulars of defects which cause rejection are as shown under the Royal Naval Scholarship Scheme.

### VISUAL STANDARDS ENGINEERING (MECHANICAL ANE ELECTRICAL)

| *Distant Vision* | *Near Vision* | *Remarks* |
|---|---|---|
| Less than 6/60 in each eye. With glasses at least 6/6 6/24 or 6/12 6/12 | N5 one eye N6 the other eye with glasses | Manifest hypermetropia or myopia not to exceed 7.0 dioptres under homatropine. Hypermetropic or myopic astigmatism not to exceed 7.0 dioptres in the meridian of greater error under homatropine. Fields of vision to be normal to confrontation tests. |

Defects of colour vision do not necessarily disqualify but the minimum standard acceptable is Standard III. This standard of colour perception entails, in general terms, success in a modified Martin Lantern Test, using a single large aperture at a distance of five feet. Sufficient colours should be shown to ensure that the candidates recognise the red, green and white lights without guessing.

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## REGULATIONS FOR FIRST APPOINTMENTS IN THE ROYAL MARINES-GENERAL LIST

(NOTE.—*The Ministry of Defence reserves the right to amend these regulations, but as much notice as possible will be given of any alterations.*)

### AWARD OF FIRST APPOINTMENTS

Candidates who wish to be considered for appointment as a Second-Lieutenant in the Royal Marines are required to qualify educationally by gaining certain passes in the General Certificate of Education Examination, and to pass an interview board and medical examination.

### APPLICATIONS

2. Requests for forms of application should be made in writing to the Royal Naval Careers Service (Officer Entry Section), Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1. When completed, the form should be forwarded, together with birth and educational certificates to Naval Personnel Division I (Cadets), Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1.

3. Dates for receipt of applications according to dates of birth, as well as approximate interview periods, are given in an enclosure to the entry regulations. At present there are two entries a year. The January entry will, however, be discontinued after the entry in January 1968, and from that date there will be only one entry each year in September.

### AGE LIMITS

4. Candidates must be over 17 years 6 months but must not have attained the age of 19 years 6 months on the first day of the month of entry.

5. Every candidate will be required to forward an extract from the Register recording his birth, or, if this cannot be obtained, other documentary evidence, accompanied by a statutory declaration made by one of his parents or guardians before a magistrate, giving the date of his birth. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of the date of birth.

### EDUCATIONAL REQUIREMENTS

6. Candidates must normally be in possession of one of the following:—

(*a*) Five passes in the General Certificate of Education, to include the subjects English Language and Mathematics, two of the five passes being at Advanced level.

(*b*) Five passes in the Scottish Certificate of Education, to include the subjects English and Mathematics, three of the five passes being on the Higher Grade.

(*c*) Academic qualifications formally recognised by the Navy Department as of a standard which exempts from (*a*) above.

Full particulars of the educational requirements are given in the entry regulations which may be obtained from the Naval Careers Service.

### SELECTION PROCEDURE

7. Candidates who satisfy the educational requirements are called before the Admiralty Interview Board in H.M.S. *Sultan* (a shore establishment) at Gosport, Hampshire. The Board is under the presidency of a Flag Officer (or a Captain R.N.) and consists of two Royal Marines Officers, a Headmaster and a Psychologist. The assessment takes account of academic attainments and Headmasters' reports together with the results of tests of intelligence, aptitude and personality conducted by the Board. Candidates may not appear before the Admiralty Interview Board as Royal Marines candidates on more than two occasions.

8. Appointments are made by the Navy Department, up to the number of vacancies available, in accordance with the order of merit determined by the Interview Board.

### NATIONALITY

9. To be eligible, candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early

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decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

PHYSICAL STANDARD

10. Candidates must be at least 5 ft. 5 ins. in height. Physical requirements are otherwise the same as shewn under the Royal Naval/Marines Scholarship and Reserved Cadetship scheme.

11. The visual standards are as follows:—

Distant vision: $\frac{6}{12}$ $\frac{6}{12}$

correctable to: $\frac{6}{6}$ $\frac{6}{6}$

Near vision: N. 5 EE.

Colour perception: Standard one on Martin Lantern.

Refractive error limits (under homatropine):

(i) Hypermetropia .. 5.0 dioptres in either eye.
(ii) Astigmatism .. the difference between axes must not exceed 5.0 dioptres.

Fields of vision must be normal to confrontation test.

Stereoscopic vision must be present.

Heterophoria (tested with Maddox Rod at 6 metres) must not exceed:

Eso- and Exo-phoria .. 6 prism dioptres.
Hyperphoria .. .. 1 prism dioptre.

Candidates found fit at their medical examination are not specially notified but the parents or guardians of candidates who are below the physical and visual standards are informed as soon as possible so that they may appeal, if they wish, to the Medical Appeal Board. This consists of the Medical Director-General (Naval) and the appropriate Civil Consultant to the Navy according to the nature of the alleged disqualification(s).

TRAVELLING AND OTHER EXPENSES

12. Travelling expenses within the United Kingdom which amount to more than 5s. 0d. are refunded and an allowance of 35s. 0d. is allowed for overnight expenses to candidates who have to travel long distances.

CANDIDATURE FOR THE ROYAL NAVY

13. Information about officer entry into the Royal Navy and Short Service and Special Entry Flying Service commissions in the Royal Marines may be obtained from the Royal Naval Careers Service (Officer Entry Section), Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1.

14. Candidates who wish to apply for both the Royal Marines and Royal Navy are required to state their order of preference. They will be called to attend the Interview Board appropriate to their first choice and will be considered for both Services at the same time.

APPLICATIONS FROM CANDIDATES IN COMMONWEALTH COUNTRIES

15. Candidates who belong to families resident in Commonwealth countries may be considered for First Appointments in the Royal Marines. Such candidates must actually live and receive their education in the Commonwealth country.

16. Applications should, where appropriate, be forwarded through the Government of the Commonwealth country concerned or the nearest Naval Authority to reach the Ministry of Defence (Naval Personnel Division I (Cadets)), Old Admiralty Building. Whitehall, London, S.W.1, at least 9 months before the entry date.

17. An extension of six months on the upper age limit of 19½ years is allowed to Commonwealth candidates.

18. Equivalent educational qualifications to those shown for United Kingdom candidates must be obtained. These can be achieved for example, by obtaining ordinary or advanced level passes in the London Overseas G.C.E. Examinations, or credits in the Cambridge Overseas School Certificate (in place of the G.C.E. ordinary level) and passes at principal standard in the Cambridge Overseas Higher School Certificate (for the G.C.E. advanced level). Enquiries should be made from local Universities or educational authorities at least six months before the examination date. Passes in certain Commonwealth Matriculation and School-leaving Certificate examinations may be acceptable in place of G.C.E. ordinary level passes.

19. Wherever possible, Naval interview and medical boards are set up in candidate's own countries, but they are required to pay their own travelling and other expenses in this connection. They are expected to attain a standard not below that of the lowest successful U.K. candidate in the competition as a whole.

20. Candidates accepted for appointment can claim for the cost of fares to the United Kingdom from the port of embarkation or airport. Fares are paid to the United Kingdom in respect of second or tourist class passage by sea, or, where possible, arrangements are made by air charter. Travelling expenses from destination in England to Lympstone, or from the port of disembarkation direct to Lympstone, are also allowed.

CONDITIONS OF ENTRY AND SERVICE

21. Candidates must be able to swim 50 yards, and a certificate to this effect is to be provided by the school or other responsible authority and handed in on joining the Infantry Training Centre, Royal Marines.

22. Successful candidates will be appointed as Second Lieutenants, Royal Marines, and receive the pay and allowances of that rank from the date of joining. They must be unmarried and are not permitted to marry until they have completed Phase I of their training.

23. Officers will be considered as on probation until they have completed all their courses of instruction and training and have been successful in all the examinations mentioned below.

24. The final order of seniority of officers will be determined by the results of all their professional (naval and military) examinations during the probationary period of their service.

25. An officer may be removed from the Service if, in the opinion of the Ministry of Defence:

(*a*) he fails to reach a satisfactory standard in his work; or
(*b*) his conduct is unsatisfactory; or
(*c*) he does not display the qualities required of a Royal Marines officer.

UNIFORM

26. A list of clothing required on joining is sent to all successful candidates.

27. An outfit allowance is payable on entry and is supplemented by free issues of clothing. This allowance, together with the free issues, is sufficient to provide all the essential uniform required by the officer while under training. The outfit allowance may be paid to the parent or guardian if a claim is received before payment is made to the officer. Officers permitted to resign voluntarily will be required, at the discretion of the Ministry of Defence, to refund their initial outfit cash grants and the value of their initial outfit free issues on the following scale:—

Grants paid and issues made:—

| | |
|---|---|
| Less than one year prior to date of resignation .. .. .. .. | In full |
| Over one year but less than two years from date of resignation .. | Two thirds |
| Over two years but less than three years from date of resignation .. | One third |

Each grant and free issue will be considered separately for this purpose.

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## PAY

28. Rates of pay and marriage allowances are shown at the beginning of this book. Officers in the Royal Marines are not encouraged to cultivate expensive tastes, and the junior officer under training can with care, live within his pay and meet all normal current expenses. It should not, therefore, be necessary for parents or guardians to make personal allowances.

## MEDICAL ATTENTION

29. Free medical and dental treatment is given while under training, and medical treatment from the local Admiralty Surgeon and Agent while on leave. The repayment of expenses incurred through consulting a civil medical practitioner are considered if a Service Surgeon and Agent is not available, or in other exceptional circumstances.

## COURSES OF INSTRUCTION AND TRAINING

30. The programme of training for Second Lieutenants is carried out in three phases. Phase I consists of 17 months' instruction in the United Kingdom, Phase II of approximately one year's service in a Commando and Phase III of a further three months' instruction in the United Kingdom. Details are as follows:—

| *Instruction* | *Length in weeks* | *Location* |
|---|---|---|
| *Phase I* | | |
| Initial Training | 8 | Infantry Training Centre R.M. |
| Military Training | 34 | Infantry Training Centre R.M. |
| Amphibious Training | 3 | Amphibious Training Unit R.M. |
| Naval Training | 12 | Britannia Royal Naval College, Dartmouth and Dartmouth Training Squadron |
| Commando Training | 6 | Infantry Training Centre R.M. |
| *Phase II* | | |
| Regimental Training | 39–52 | Operational Commando |
| *Phase III* | | |
| Platoon Commanders Course | 8 | Army School of Infantry |
| Amphibious Staff Course | 2 | Joint Warfare Establishment |
| R.M. Administrative Course | 1 | R.M. Barracks, Eastney |

31. Marks are allotted at the end of most courses on the results of examination and for general qualities, powers of leadership and work done.

32. On completion of the courses, the senior Lieutenant in any year's entry may be awarded a sword, or his personal sword may be suitably inscribed at the public expense and a sum equivalent to the difference between the cost of a sword and the cost of the inscription granted to him, the award being based on the aggregate results of the examinations held.

33. Physical and Recreational Training, Equitation and Initiative Training are included in certain courses carried out at Royal Marines units.

34. Leave is granted throughout training at the appropriate scales.

## SCOPE OF DUTIES

35. The scope of duties of Royal Marines Officers according to rank includes:—

*Ashore:—*

(*a*) Regimental duties in a Commando.
(*b*) Specialisation in Small Arms, Signalling, Landing Craft, Assault Engineering, Physical Training, Motor Transport, Cliff Assault, Heavy Weapons or as Swimmer Canoeist.
(*c*) Instructional duties.
(*d*) Staff appointments.

*Afloat:—*

(*e*) Detachment duties, including military landing parties.
(*f*) Watchkeeping at sea and Intelligence duties.
(*g*) Staff appointments to Commanders-in-Chief, etc.
(*h*) Service with the Assault Squadron of the Amphibious Warfare Squadron.

36. Qualified Officers are eligible for employment on the Ministry of Defence Staff and for appointments under Colonial Governments.

37. Suitable Officers may be employed as helicopter pilots.

## PROMOTION

38. Officers are given the acting rank of Lieutenant after 2 years and 4 months from date of entry. On satisfactory completion of all courses, officers are posted to a commando unit or embarked as subalterns of R.M. detachments afloat. Confirmation in the rank of Lieutenant takes place after 3 years and 6 months from date of entry (seniority being adjusted according to course results).

39. Lieutenants are promoted to Captain on attaining 8 years seniority as Lieutenant.

40. Promotion to Major and higher ranks up to General is by selection in vacancies, and is subject to passing the prescribed examinations.

41. Promotion may also be given as a reward for special merit and promise.

# REGULATIONS FOR ENTRY IN THE ROYAL MARINES ON THE SHORT SERVICE COMMISSION LIST

Under this scheme of entry into the Royal Marines, appointments are, in the first instance, for 5 years on the Active List, followed by 4 years on the Reserve: but officers have the option, subject to Ministry of Defence approval, to extend their appointments to 10 years, followed by 4 years on the Reserve. Whilst on the Reserve, officers will only be liable for service in war or emergency.

2. Entries will normally be made twice a year in January and September.

3. Successful candidates will be entered as Second Lieutenants and will be promoted to the rank of Acting Lieutenant after 2 years and 4 months from the date of entry. Confirmation in the rank of Lieutenant will take place after a further 14 months service.

4. On entry, officers will undergo 15 months' initial training at the Infantry Training Centre, Royal Marines, Lympstone, on satisfactory completion of which they will be posted to a Commando unit or other Royal Marine establishment.

5. On completion of 3 years' service, officers will be required to state whether they wish to terminate their commissions after 5 years or, alternatively, to exercise the option to extend to the maximum period of 10 years.

6. There will be opportunities for officers to transfer to Permanent Commissions on the General List. Transfers will be subject to the requirements of the Service, and may vary considerably over a period of years.

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7. On leaving the Active List on satisfactory completion of 5 years service, officers will be eligible for a tax-free gratuity of £900; officers who leave on satisfactory completion of 10 years service, will be eligible for a tax-free gratuity of £1,800. Officers who are selected for a Permanent Commission will not be eligible for either of these gratuities, but will be eligible for retired pay and terminal grants or gratuity under the regulations in force for permanent officers. Service on their Short Service Commissions will be taken into account, under normal rules, when assessing such retired pay or gratuity.

8. Details of pay are set out in the beginning of this book.

*Age Limits*

9. Applicants must have attained the age of 17 years 6 months but must not have attained the age of 23 years on the first day of the month in which they are appointed.

10. Applicants will be required to forward to the Ministry of Defence (Naval Personnel Division I), with their applications, an extract from the register of birth; or, if this cannot be obtained, other documentary evidence accompanied by statutory declaration made by a parent or guardian before a magistrate giving the exact date of his birth. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of the date of birth.

*Nationality*

11. To be eligible, candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

*Physical Standards*

12. Candidates will be required, irrespective of whether they have been passed fit in connection with a previous examination, to present themselves for medical examination. Candidates will be passed by the medical board only if found to comply with the physical and visual standards given in this book for first appointments in the Royal Marines. A candidate will not be entered unless he has been vaccinated within the past three years and is prepared to be re-vaccinated when considered necessary by the naval authorities.

A medical board of appeal is available to consider appeals by candidates rejected on medical grounds. Appeals must be made in writing to the Ministry of Defence, Naval Personnel Division I, Old Admiralty Building, Whitehall, London, S.W.1, and they must be accompanied by a cheque or crossed postal order for one guinea payable to the Principal Director of Accounts (Naval), Ministry of Defence. Travelling expenses will not be paid for attendance at appeals boards, but the guinea will be refunded when the appeal is successful.

*Educational Requirements*

13. All candidates must forward with their applications evidence that they possess one of the following educational qualifications:—
(*a*) Passes in English Language, Mathematics, and three other subjects either
(1) at Ordinary level in the General Certificate of Education, or
(2) at Lower grade in the Scottish Leaving Certificate, or
(3) at Ordinary grade in the Scottish Certificate of Education, or
(4) at Ordinary level in the Grammar School Senior Certificate of Northern Ireland, or
(5) at Ordinary level in the General Certificate of Education of Northern Ireland.
(*b*) An Overseas School Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing credit passes in English, Mathematics and three other subjects.
(*c*) Educational qualifications which in the opinion of the Ministry of Defence are of equivalent or higher standard than (*a*) (1) above.

14. The subjects which may be offered in addition to the required passes in English Language and Mathematics can be any of the subjects which normally have a place in school curricula and are recognised by the G.C.E. and Scottish Certificate of Education examining boards, except as in paragraph 16 below.

15. (*a*) Where G.C.E. or equivalent certificates are held in subjects which overlap significantly in content (e.g. Physics and Physics-with-Chemistry), only one of the overlapping subjects may count towards the qualifying standard.
(*b*) For the following groups of subjects, normally only one subject may count from its particular group:
(1) Art, Music.
(2) Commercial Subjects.
(3) Technical Subjects.
(4) Additional Mathematics, Applied Mathematics, Mechanics.
(5) Biology, Botany, Zoology.

With regard to both (*a*) and (*b*) above, cases of doubt should be referred to the Ministry of Defence (Naval Personnel Division I).

16. If a candidate has passed one of the above examinations but has not yet received the actual certificate, a certified statement from the examining body (not the Headmaster) that he has been successful and has obtained passes in the required subjects will be accepted.

*Medical Examination and Personal Interview—Travelling Expenses*

17. Applicants who satisfy the educational requirements and are accepted as candidates will be required to undergo a medical examination and an interview.

18. Second-class rail or bus fares incurred in travelling in connection with these tests, from the candidate's normal place of residence in the United Kingdom, will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Accommodation and food will be provided free of charge to candidates whilst they are undergoing the selection procedure, but no other expenses, such as meals on journeys or loss of wages, are allowed. However, candidates who have to travel long distances to reach the Naval Interview Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

*Applications*

19. Applications must be made on the appropriate form, which will be supplied, on request, by the Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1. The form must be com-

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pleted in the applicant's own handwriting and forwarded to the Ministry of Defence (Naval Personnel Division I), Old Admiralty Building, Whitehall, London, S.W.1, together with documentary evidence of birth and educational qualifications. Envelopes should be marked "R.M. Short Service Commissions."

20. Any candidate who has filled up and returned the application form but has not received an acknowledgement of it within seven complete days should write at once to the Ministry of Defence (Naval Personnel Division I) at the above address. Failure to do so will deprive the candidate of any claim for consideration on the grounds of loss or delay in the post.

21. Candidates are allowed three attempts at entry under this scheme, provided they are still within the age limits. Twelve months must, however, elapse between each interview.

*Conditions of Entry and Service*

22. The acceptance of a candidate will be at the sole discretion of the Ministry of Defence and subject to the number of vacancies available at the date of entry.

23. Candidates must be able to swim 50 yards, and a certificate to this effect is to be provided by the school or other responsible authority and handed in on joining the Infantry Training Centre, Royal Marines.

24. The Ministry of Defence reserve the right to terminate an officer's appointment at any time if, in their opinion:—

(*a*) he fails to reach a satisfactory standard in his work: or

(*b*) his conduct is unsatisfactory: or

(*c*) he does not display the qualities required of a Royal Marines Officer.

25. Should an officer be invalided, he will receive a gratuity proportionate to the length of Active List service actually completed (subject to the normal provision that any such gratuity is liable to be reduced or withheld if the disability was due to causes within the officer's own control). An officer who, for any other reason does not complete his full period of service on the Active List will not be eligible for any gratuity: but an award, either at the full rate or at a reduced rate to be decided by the Ministry of Defence, may be sanctioned, subject to a minimum period of service of one year, in the following circumstances:

(*a*) For an officer compulsorily transferred to the reserve, required to relinquish his commission or to resign.

(*b*) For an officer transferred to the reserve at his own request.

26. The gratuity is not payable to the estate of an officer who dies or is killed while serving on the Active List. A special gratuity is, however, normally paid to the widow: or if there are children but no widow, this gratuity may be paid in part or in whole for the benefit of the children. Pensions are also payable under regulations administered by the Ministry of Pensions and National Insurance to the widows, etc., of officers whose death is due to their service.

*Uniform*

27. A list of clothing required on joining is sent to all successful candidates.

28. An outfit allowance is payable on entry and is supplemented by free issues of clothing. This allowance, together with the free issues, is sufficient to provide all the essential uniform required by the officer. The outfit allowance may be paid to the officer's parent or guardian if a claim is received before payment is made to the officer. Officers permitted to resign voluntarily will be required, at the discretion of the Minister of Defence, to refund their initial outfit cash grants and their initial outfit free issues on the following scale:—

Grants paid and issues made:

| | |
|---|---|
| Less than one year prior to date of resignation .. .. .. | In full |
| Over one year but less than two years from date of resignation | Two thirds |
| Over two years but less than three years from date of resignation | One third |

Each grant and free issue will be considered separately for this purpose.

*Other Information*

29. The officer will be entitled without charge to medical and dental treatment while under training; and, when on leave, may consult the local Admiralty Surgeon and Agent, if necessary. The repayment of expenses incurred through consulting a civil medical practitioner will be considered by the Ministry of Defence should an Admiralty Surgeon and Agent not be available, or for other exceptional reasons.

30. Letters concerning officers should be addressed to the Commanding Officer of the establishment in which he is training, and not to the officer in command by name.

## R.M. OTHER RANKS—CANDIDATES FOR SHORT SERVICE COMMISSIONS

31. In addition to the normal form of recruitment from civil life, entry will be open to suitably qualified R.M. other ranks who are not candidates for regular Royal Marines commissions. The pay of successful candidates will be governed by B.R. 1950, Article 47 and, on appointment as Second Lieutenants, they will retain their existing pay, plus 4s. a day, so long as this is to their advantage.

*Applications*

32. R.M. other ranks who consider they have a good chance of selection should apply to their Commanding Officers who, if the applicant can be recommended, should forward his name to the Ministry of Defence (Naval Personnel Division I), together with completed Forms CW1 and CW1A. (copy to the Director of Pay and Records, Royal Marines). A report that Form CW1 has been started is to be made in Part II Orders in accordance with para. 4 of that form.

33. Recommended candidates will undergo a medical examination in accordance with B.R. 1750. They will also undergo selection tests, including interview, which will merely test the potentialities of candidates, and it is important that names should not be forwarded to the Ministry of Defence unless Commanding Officers are able to recommend applicants as showing genuine promise of making satisfactory officers.

34. Applicants serving abroad should not be recommended unless they have been given an up-to-date medical examination and satisfy the minimum medical standards for the Royal Marines Officer Service given in B.R. 1750A (Handbook of Naval Medical Standards).

35. Application forms and copies of the full entry regulations will be sent through the usual channels to recommended candidates, who should complete and return the application form without delay. This formal application requires:—

(*a*) Evidence of date of birth. A formal birth certificate need not be forwarded with the application provided that the date of birth inserted by the applicant on the formal application is endorsed "verified" by the unit officer concerned.

(*b*) Evidence of educational standard. Documents showing that the candidate has obtained one of the educational qualifications prescribed in para. 14 will be required to be forwarded to the Ministry of Defence with the formal application. They will be returned as soon as possible.

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The collection of this evidence will take time, especially when candidates are serving outside the United Kingdom. Candidates should therefore be advised to save time by collecting the various documents in advance so that they are able to return their application forms quickly.

*Selection*

36. Selection tests and interview will be carried out in H.M.S. *Sultan*, Gosport, and medical examination by the Naval Medical Board, Ministry of Defence, Empress State Building, London, S.W.6. Dates when candidates are required to undergo selection procedure will be communicated by the Ministry of Defence to the authorities concerned.

37. For candidates serving abroad, as much notice as possible will be given of dates so that arrangements can be made to draft them to Royal Marines Barracks, Eastney, prior to attending the interview board. The Commanding Officer, Royal Marines Barracks, Eastney is to inform the Ministry of Defence (Naval Personnel Division I) and the Director of Pay and Records, Royal Marines, by signal immediately such a candidate arrives.

38. Service Certificates with enclosures are to be sent to the President of the Admiralty Interview Board at H.M.S. *Sultan*, before the board sits. If this is not possible the documents are to be taken by the candidate when he attends the board.

39. On completion of the full selection procedure, candidates will be returned to their present duties or to the Royal Marines Barracks, Eastney, if from abroad, to await results.

*Further Attempts*

40. Candidates may make three attempts under this scheme while they remain within the age limits. Twelve months must elapse between each attempt.

## REGULATIONS FOR THE ENTRY OF OFFICERS FOR THE ROYAL MARINES SPECIAL ENTRY FLYING SERVICE LIST

Under this scheme of entry into the Royal Marines appointments are for helicopter pilot duties and are either for service up to the age of 38 years on the Active List, after which officers are placed on the Retired List; or for a period of twelve years, followed by four years on the Reserve. However, officers will have the option of leaving earlier if they wish under the arrangements described below. Candidates must be aged at least 17 but must not have attained the age of 26 years on the first day of the month in which they are appointed.

2. Whilst on the Reserve, officers will only be liable for service in war or emergency.

3. Periods of service are as follows:

| *Age Limits* | *Period* | *Option to Terminate* |
|---|---|---|
| 17 years but under 22 years of age | To age 38 | After 8 and 12 years' service. |
| 22 years but under 26 years of age | 12 years | After 8 years' service. |

4. Entries will normally be made five times a year.

5. Successful candidates will normally enter in the rank of Second Lieutenant. Subsequent training and promotion will be set out in paragraphs 32 to 34. Applicants with previous service in H.M. Forces should give full details when applying so that adjustments may be made to training and, in certain cases, to seniority.

6. Officers who wish to terminate their service at "break-points" will be required to give nine months' notice in writing that they wish to exercise this option.

7. All officers who complete 10–13 years' service will have opportunities of being considered for extended service up to the normal retiring ages for General List officers. The numbers of these extended commissions will depend on the requirements of the Service. For those officers selected, there will be prospects of promotion to Major.

8. There will be opportunities for officers to transfer to permanent commissions on the General List. Transfers will be subject to the requirements of the Service and may vary considerably over a period of years.

9. Officers entered on, or transferred to pensionable commissions to age 38, will be regarded as serving under the conditions applicable to permanent officers, except that, on termination of service at the optional break points, they will be eligible for gratuities as provided in paragraph 10. Such officers who satisfactorily complete 16 or more years' service to the age of 38, will be eligible for retired pay and terminal grant under regulations in force for permanent officers.

10. Tax-free gratuities of the following amounts will be awarded, on satisfactory completion of 8 or 12 years' service, to officers whose service terminates at those points in the circumstances envisaged in paragraph 3:—

8 years .. .. £1,750
12 years .. .. £5,000

11. Officers selected for the longer term permanent commissions described in paragraphs 7 and 8 will not be eligible for one of these gratuities, but will be eligible for either retired pay and terminal grant or gratuity under the regulations in force for General List officers. Service on their original commission will be taken into account, under the normal rules, when assessing such retired pay or gratuity.

12. Rates of pay, allowances, etc. are shown in the beginning of this book. Pilots recruited under this scheme will be engaged on Commando trooplift duties and will receive naval rates of flying pay.

II. AGE

13. Applicants will be required to forward to the Minister of Defence, with their applications, an extract from the register of birth, or, if this cannot be obtained other documentary evidence accompanied by a statutory declaration made by a parent or guardian before a magistrate giving the exact date of his birth. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of the date of birth.

III. NATIONALITY

14. To be eligible, candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

IV. PHYSICAL STANDARD

15. Candidates will be required, irrespective of whether they have been passed fit in connection with

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a previous examination, to present themselves for medical examination. Candidates will be passed by the medical board only if found to comply with the physical and visual standards given in this book for first appointments in the Royal Marines. A candidate will not be entered unless he has been vaccinated within the past three years and is prepared to be re-vaccinated when considered necessary by the naval authorities.

## V. EDUCATIONAL QUALIFICATIONS

16. All candidates must forward with their applications evidence that they possess one of the following educational qualifications:—

(*a*) Passes in English Language, Mathematics, and three other subjects either (1) at Ordinary level in the General Certificate of Education or (2) at Lower grade in the Scottish Leaving Certificate, or (3) at Ordinary grade in other Scottish Certificate of Education, or (4) at Ordinary level in the Grammar School Senior Certificate or the General Certificate of Education of Northern Ireland.

(*b*) An Overseas School Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing credit passes in English, Mathematics and three other subjects.

(*c*) Educational qualifications which in the opinion of the Ministry of Defence are of equivalent or higher standard than (*a*) (1) above.

17. The subjects which may be offered in addition to the required passes in EnglishLanguage and Mathematics can be any of the subjects which normally have a place in school curricula and are recognised by the G.C.E. examining boards, except as in paragraph 21 below.

18. (*a*) Where G.C.E. or equivalent certificates are held in subjects which overlap significantly in content (e.g. Physics and Physics-with-Chemistry), only one of the overlapping subjects may count towards the qualifying standard.

(*b*) For the following groups of subjects, normally only one subject may count from its particular group:

1. Art, Music.
2. Commercial Subjects.
3. Technical Subjects.
4. Additional Mathematics, Applied Mathematics, Mechanics.
5. Biology, Botany, Zoology.

With regard to both (*a*) and (*b*) above, cases of doubt should be referred to the Ministry of Defence.

19. If a candidate has passed one of the above examinations but has not yet received the actual certificate, a certified statement from the examining body (not the Headmaster) that he has been successful and has obtained passes in the required subjects will be accepted.

## VI. TESTS OF PERSONAL QUALITIES AND FLYING APTITUDE

20. Applicants who satisfy the educational requirements and are accepted as candidates will undergo flying aptitude tests at the R.A.F. Station, Biggin Hill. Candidates who pass these tests will then proceed to R.N. Establishments in the Portsmouth Command for a medical examination, further selection tests and interview. The full procedure will occupy about five days.

21. Candidates who do not pass the flying aptitude tests will not be medically examined or interviewed, and will not be eligible to make a further attempt until two years have elapsed. Those who pass these tests and are medically fit, but fail on interview, may make a further attempt after 12 months, provided they remain within the age limits, but no candidate may make more than three attempts.

22. Second-class rail or bus fares incurred in travelling in connection with these tests from the candidate's normal place of residence in the United Kingdom will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Accommodation and food will be provided free of charge to candidates whilst they are undergoing the selection procedure, but, subject to the proviso in paragraph 24 below, no other expenses such as meals on journey are allowed.

23. Candidates who have to travel long distances to reach the Admiralty Interview Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed or breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

## VII. APPLICATIONS

24. Application must be made on the appropriate form, which will be supplied on request by letter, addressed to the Officer Entry Section, Royal Navy and Royal Marines Careers Service, Old Admiralty Building, Whitehall, London, S.W.1. The form must be completed in the applicant's own handwriting and sent to the Ministry of Defence (Naval Personnel Division I), Old Admiralty Building, Whitehall, London, S.W.1, together with the documentary evidence of birth and educational qualifications. Envelopes should be marked "R.M. Special Entry".

25. Any candidate who has filled up and returned the application form but has not received an acknowledgment of it within seven complete days should write at once to the Ministry of Defence (Naval Personnel Division I) at the above address. Failure to do so will deprive the candidate of any claim to consideration on the grounds of loss or delay in the post.

## VIII. CONDITIONS OF ENTRY AND SERVICE

26. The Ministry of Defence reserves the right to terminate an appointment at any time if:

(*a*) the officer's standard of work is unsatisfactory or, under certain circumstances, he fails to perform the aviation duties for which he was entered;

(*b*) the officer's conduct is unsatisfactory; or

(*c*) the qualities required of a Royal Marines officer are not being sufficiently developed.

27. Should an officer be invalided, he will receive such award of retired pay and terminal grant, or gratuity, as is appropriate (subject to the normal provision that any such award is liable to be reduced or withheld if the disability was due to causes within the officer's own control). Except as provided in paragraphs 3, 6 and 9, an officer who, for any other reason does not complete his full period of service on the Active List will not be entitled to any award; but in some circumstances an award, either at the full rate or at a reduced rate to be decided by the Ministry of Defence may be sanctioned, subject to a minimum period of service of eighteen months and possession of the flying badge, to an officer:

(*a*) compulsorily transferred to the Reserve, required to relinquish his commission or to resign; or

(*b*) transferred to the Reserve at his own request.

28. Terminal grants and gratuities are not payable to the estate of an officer who dies or is killed while serving on the Active List. A special gratuity is, however, normally paid to the widow; or if there are children but no widow, this gratuity may be paid in part or in whole for the benefit of the children.

29. Where an officer would have been eligible for an award of retired pay if he had been invalided at the date of death, his widow will normally be eligible also for a pension.

30. Separate gratuities and/or pensions are also payable under Ministry of Pensions' regulations to widows, etc, of officers whose death is due to their service.

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IX. TRAINING AND PROMOTION

31. Entrants will undergo 6 months' infantry training and then proceed to flying training. The basic infantry training period will include a certain academic element related to the scientific aspects of flying, e.g. aerodynamics. The syllabus will also include 10 hours' flying experience in Tiger Moth aircraft. Officers will be graded in Categories from A to D according to the pilot ability which they show during this flying. Those who show a complete lack of pilot ability and are considered to have no chance at all of qualifying as pilots are graded as Category D. These officers may, at the discretion of the Ministry of Defence, be withdrawn from training and their appointments terminated. Additionally, however, there may be opportunities in such cases for transfer to training for a Royal Marines Short Service Commission if officers are regarded as suitable candidates and if there are vacancies available.

32. After successfully completing infantry training, officers will undergo flying training courses for about 14 months. After successfully completing their basic flying training, which lasts about 10 months, they will be awarded the flying badge.

33. Officers who satisfactorily complete their training will be promoted to Acting Lieutenant 2 years and 4 months after entry, and confirmed in the rank of Lieutenant 3 years and 6 months after entry. Up to 12 months' seniority as a Lieutenant may be gained for performance during training.

X. UNIFORM

34. A list of clothing required on joining is sent to all successful candidates.

35. An outfit allowance is payable on entry and is supplemented by free issues of clothing. This allowance, together with the free issue, is sufficient to provide all the essential uniform required by the officer. The outfit allowance may, at Ministry of Defence discretion, be paid to the Officer's parent or guardian if a claim is received before payment is made to the officer. Officers resigning voluntarily may be required to refund the cost of the outfit issued to them on entry on the following scale:

| | |
|---|---|
| After 3 years' service .. .. | Nil |
| After 2 years' and under 3 years' service .. .. .. .. | One third |
| After 1 year and under 2 years' service .. .. .. .. | Two thirds |
| Under 1 year's service .. .. | In full |

In the event of compulsory termination of appointment within 12 months of entry, the Ministry of Defence will require return of the principal items of uniform and equipment. A charge will be raised against the officer, or his parent or guardian, in respect of any specified item(s) not so returned.

XI. GENERAL

36. The officer will be entitled without charge to medical and dental treatment whilst under training and, when on leave, may consult the local Admiralty Surgeon and Agent, if necessary. The repayment of expenses incurred through consulting a civil medical practitioner will be considered by the Ministry of Defence should an Admiralty Surgeon and Agent not be available, or for other exceptional reasons.

37. Letters concerning officers should be addressed to the Commanding Officer of the establishment in which he is training, and not to the officer in command by name.

# REGULATIONS FOR THE ENTRY OF OFFICERS FOR FLYING DUTIES ON THE SUPPLEMENTARY LIST OF THE ROYAL NAVY

GENERAL

Under this scheme of entry into the Royal Navy, appointments are for service as Fixed Wing Pilot, Observer, or Helicopter Pilot on pensionable commissions either up to the age of 38, or, in the case of candidates entering after their 22nd birthday, for a fixed period of 16 years, after which officers are placed on the Retired List. However, candidates may apply for a commission giving options of leaving earlier with a gratuity, followed by 4 years on the Reserve. Additionally, all officers appointed for Fixed Wing Pilot duties will have the alternative of applying for transfer to Helicopter Pilot duties or to the Royal Air Force under the arrangements described in paragraphs 12 and 13.

2. Whilst on the Reserve, officers will only be liable for service in war or emergency.

3. Types of commission and periods of service are as follows:—

| *Age Limits* | *Period* | *Option to Terminate* |
|---|---|---|
| *Commission Type A* | | |
| 17 years but under 22 years of age. | To age 38 | — |
| 22 years but under 26 years of age | 16 years | — |
| *Commission Type B* | | |
| 17 years but under 22 years of age | To age 38 | After 8 and 12 years' service |
| 22 years but under 26 years of age | 16 years | After 8 and 12 years' service |

4. Entries will normally be made six times a year, in January, February, April, June, September and November.

5. Successful candidates will normally be entered as Naval Air Cadets. Subsequent training and promotion will be as set out in paragraphs 37 to 44. Applicants with previous service in H.M. Forces and the Reserves should give full details when applying so that adjustments may be made to training and seniority, if appropriate.

6. All officers who complete 9–12 years' service will have the opportunity of applying to extend their service on the Supplementary List up to the normal retiring ages for General List officers. The number of officers who extend their commissions in this way will depend on the requirements of the Service. For those officers selected, there will be prospects of promotion to Commander.

7. There are opportunities for the best aircrew officers to transfer to permanent commissions on the General List. For those who show outstanding promise during training, there are opportunities for a small number to transfer each year whilst within the zone of 2–3 years' service on the Supplementary List; however, the main avenue of transfer to the General List is by selection from within the four to nine-year zone of service.

8. All officers will be regarded as serving under the conditions applicable to permanent officers, except that, on termination of service at the optional break points, officers serving on Type B commissions will be eligible for gratuities as provided in paragraph 10. Officers who satisfactorily complete 16 or more years' service to at least the age of 38 will be eligible for retired pay and terminal grant under the regulations in force for permanent officers.

9. Officers serving on Type B commissions who wish to terminate their service at the 8 or 12 year

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break point will be required to give 9 months notice in writing that they wish to exercise this option.

10. Tax-free gratuities of the following amounts will be awarded, on satisfactory completion of 8 or 12 years' service, to officers serving on Type B commissions whose service terminates at those points:

8 years—£1,750
12 years—£5,000

11. Officers selected for the longer term Permanent Commissions described in paragraphs 6 and 7 will not be eligible for one of these gratuities, but will be eligible for either retired pay and terminal grant or gratuity under the regulations in force for General List officers. Service on their original Supplementary List Commission will be taken into account, under the normal rules, when assessing such retired pay or gratuity.

## FIXED WING PILOTS

12. All officers appointed for Fixed Wing Pilot duties will be required, either 9 months prior to completion of 8 years' service on their Supplementary List Commission, or when no longer required for Fixed Wing Pilot duties with the Royal Navy, whichever is the earlier, to express in writing their preference for one of the following alternatives:—

(*a*) transfer to Helicopter Pilot duties with the Royal Navy on their existing type of commission;

(*b*) transfer to the Royal Air Force, without further selection procedure, to complete their existing engagement. Officers serving on Type B commissions will retain the option to terminate their service at the 8 and 12 year break point. In addition, officers who transfer to the Royal Air Force will become eligible to apply under Air Force Department regulations for *selection* for service in the Royal Air Force from the 16/38 point up to age 55.

13. The preference expressed by individual officers in accordance with paragraph 12 will be given full consideration in offering transfers to the Royal Air Force or to Helicopter Pilot duties with the Royal Navy but the re-allocation of such officers will be at the sole discretion of the Ministry of Defence and subject to the requirements of the Service at the time.

## OBSERVERS

14. There may be opportunities for some officers appointed for Observer duties, on completion of 8 years' service on their Supplementary List Commission or when no longer required for Observer duties in Fixed Wing aircraft with the Royal Navy, to transfer to the Royal Air Force as set out in paragraph 12 (*b*). Details of any such opportunities will be promulgated as they arise. Transfers will be at the sole discretion of the Ministry of Defence and subject to the requirements of the Service at the time.

## APPLICATIONS

15. Application must be made on the appropriate form, which will be supplied on request by letter, addressed to the Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1. The form must be completed in the applicant's own handwriting and returned to the above address, together with documentary evidence of birth and educational qualifications as specified in paragraphs 18 and 23 to 26 of these regulations.

16. Candidates should state their preference for a Type A or a Type B commission (see paragraph 3 above) and their preference for Fixed Wing Pilot, Observer or Helicopter Pilot duties, which will be taken into account in offering appointments. However, the acceptance of a candidate and his allocation to these duties will be at the sole discretion of the Ministry of Defence and subject to the number of vacancies available at the date of entry.

17. Any candidate who has filled up and returned the application form but has not received an acknowledgement of it within seven complete days should write at once to the Officer Entry Section at the above address. Failure to do so will deprive the candidate of any claim to consideration on the grounds of loss or delay in the post. If candidates are accepted as eligible, there may be an interval of 2–4 weeks before they can be informed of the date they will be required to attend for selection tests.

## AGE

18. Candidates must have attained the age of 17 years but must not have attained the age of 26 years on the first day of the month in which they are appointed. Applicants will be required to forward to the Ministry of Defence, with their applications, an extract from the register of births; or, if this cannot be obtained, other documentary evidence accompanied by a statutory declaration made by a parent or guardian before a magistrate giving the exact date of his birth. Certificates of registry of birth or of baptisms are not in themselves accepted as evidence of the date of birth.

## NATIONALITY

19. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances, and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

## PHYSICAL STANDARD

20. Candidates will be required, irrespective of whether they have been passed fit in connection with a previous examination, to present themselves for medical examination and must be found physically fit for flying duties in the Royal Navy. Physical defect of body, impediment of speech, defect of sight or hearing, and predisposition to constitutional or hereditary disease or weakness will cause rejection, if these defects are of such a nature as to render the candidate unfit for the duties in his branch of the Service. A candidate will not be entered unless he has been vaccinated within the past 3 years and is prepared to be re-vaccinated when considered necessary by the Naval Authorities.

21. Details of physical requirements for candidates are contained in the Appendix.

22. A medical board of appeal is available to consider appeals by candidates rejected on medical grounds. Appeals must be made in writing to the Ministry of Defence Naval Personnel Division I, Old Admiralty Building, Whitehall, London, S.W.1, and they must be accompanied by a cheque or crossed postal order for one guinea, payable to the Principal Director of Accounts (Naval), Ministry of Defence. Travelling expenses will not be paid for attendance at appeals boards, but the guinea will be refunded when an appeal is successful.

## EDUCATIONAL REQUIREMENTS

23. All candidates must forward with their applications evidence that they possess one of the following educational qualifications:—

(*a*) Passes in English Language, Mathematics, and three other subjects either

(i) at Ordinary level in the General Certificate of Education

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or (ii) at Lower Grade in the Scottish Leaving Certificate.
or (iii) at Ordinary grade in the Scottish Certificate of Education.
or (iv) at Ordinary level in the Grammar School Senior Certificate or the General Certificate of Education of Northern Ireland.

(*b*) An Overseas School Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing credit passes in English, Mathematics and three other subjects.

(*c*) Educational qualifications which in the opinion of the Ministry of Defence are of equivalent or higher standard than (*a*) (i) above.

24. The subjects which may be offered in addition to the required passes in English Language and Mathematics can be any of the subjects which normally have a place in school curricula and are recognised by the G.C.E. examining boards, except as set out below.

25. (*a*) Where G.C.E. or equivalent certificates are held in subjects which overlap significantly in content (e.g. Physics and Physics-with-Chemistry), only one of the overlapping subjects may count towards the qualifying standard.

(*b*) For the following groups of subjects, normally only one subject may count from its particular group: (i) Art, Music. (ii) Commercial Subjects. (iii) Technical Subjects. (iv) Additional Mathematics, Applied Mathematics, Mechanics. (v) Biology, Botany, Zoology.

With regard to both (*a*) and (*b*) above, cases of doubt should be referred to the Ministry of Defence.

26. If a candidate has passed one of the above examinations but has not yet received the actual certificate, a certified statement from the examining body (not the Headmaster) that he has been successful and has obtained passes in the required subjects will be accepted.

## TESTS OF PERSONAL QUALITIES AND FLYING APTITUDE

27. Applicants who satisfy the educational requirements and are accepted as candidates will be required to undergo flying aptitude tests at the Royal Air Force Station, Biggin Hill. Candidates who pass these tests will then proceed to Royal Naval establishments in the Portsmouth Command for a medical examination, further selection tests and interview. The full procedure will occupy about 5 days.

28. Candidates who do not pass the flying aptitude tests will not be medically examined or interviewed, and will not be eligible to make a further attempt until two years have elapsed. Those who pass these tests and are medically fit, but fail the interview, may not make a further appearance before the Admiralty Interview Board for 12 months. No candidate may make more than three attempts.

29. Second-class rail or bus fares incurred in travelling in connection with these tests, from the candidate's normal place of residence in the United Kingdom will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Accommodation and food will be provided free of charge to candidates whilst they are undergoing the selection procedure, but, subject to the proviso in paragraph 30 below, no other expenses, such as meals on journey are allowed.

30. Candidates who have to travel long distances to reach the Interview Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

## CONDITIONS OF ENTRY AND SERVICE

31. Details of pay, allowances and retired pay are shown at the beginning of this book. Any other information required about conditions of entry and service may be obtained from the Officer Entry Section at the address in paragraph 15.

32. The Ministry of Defence reserve the right to terminate an appointment at any time if:—

(*a*) the Officer's standard of work is unsatisfactory or, under certain circumstances, he fails to perform the aviation duties for which he was entered;

(*b*) the Officer's conduct is unsatisfactory; or

(*c*) the qualities required of a Naval Officer are not being sufficiently developed.

33. Should an Officer be invalided, he will receive such award of retired pay and terminal grant, or gratuity, as is appropriate (subject to the normal provision that any such award is liable to be reduced or withheld if the disability was due to causes within the Officer's own control). Except as provided in paragraphs 3, 8, 9 and 10, an Officer who, for any other reason does not complete his full period of service on the Active List, will not be entitled to any award, but, in some circumstances, an award, either at the full rate or at a reduced rate to be decided by the Ministry of Defence, may be sanctioned.

34. Terminal grants and gratuities are not payable to the estate of an Officer who dies or is killed while serving on the Active List. A special gratuity is, however, normally paid to the widow; or if there are children but no widow, this gratuity may be paid in part or in whole for the benefit of the children.

35. Where an officer would have been eligible for an award of retired pay and terminal grant if he had been invalided at the date of death, his widow and children will normally be eligible also for a pension and gratuity. Separate pensions and/or gratuities are also payable under Ministry of Pensions' regulations to widows, etc., of officers whose death is due to their service.

## UNIFORM

36. Cadets are provided with uniform outfits on entry, free of charge. On promotion to Midshipman and to Acting Sub-Lieutenant, officers are supplied with further free issues of clothing and are given cash to purchase additional items of uniform. Cash grants in respect of officers under 21 years of age may be paid direct to a parent or guardian if application is made before the officer is promoted.

37. Officers whose appointments are terminated compulsorily before they have completed two years service will be required, at the discretion of the Ministry of Defence, to return their principal items of free issue uniform, charges being raised against their pay for any specified article not returned.

38. Officers who withdraw from training voluntarily will be required at the discretion of the Ministry of Defence to refund the value of the outfits and cash grants issued to them on entry as a Cadet and on promotion to Midshipman and Acting Sub-Lieutenant on the following scale, calculated in each case from the time of each individual free issue or cash grant:—

| | |
|---|---|
| Under 1 year .. .. .. | In full |
| After 1 year but under 2 years .. | Two thirds |
| After 2 years but under 3 years .. | One third |
| After 3 years .. .. .. | Nil |

Thus a Midshipman withdrawing in his second year after entry will be required to repay the whole of the value of the outfit and grant given to him on promotion to Midshipman plus two thirds of the value of the outfit issued to him on entry as a Cadet.

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## TRAINING AND PROMOTION

39. Naval Air Cadets will be given two terms General Naval and Air Training at the Britannia Royal Naval College, Dartmouth, lasting about seven months. The syllabus includes 10 hours' flying experience in Tiger Moth aircraft. Cadets are graded in Categories from A to D according to the pilot ability which they show during this flying. Those who show a complete lack of pilot ability and are considered to have no chance at all of qualifying as pilots are graded as Category D. Supplementary List Air Cadets who are entered as Fixed Wing Pilots or Helicopter Pilots, and who are graded as Category D, may, at the discretion of the Ministry of Defence, be withdrawn from training and their appointments terminated. However, these cadets may be considered for transfer to Observer or Seaman training if they are regarded as suitable and there are training vacancies available.

40. On satisfactory completion of General Naval and Air Training, Cadets will be promoted to Midshipman, or, if they have attained the age of 21, to the rank of Acting Sub-Lieutenant, provided they are recommended as suitable to hold these ranks.

41. Pilots and Helicopter Pilots will undergo flying training courses lasting ten to eleven months, and on successful completion will be awarded the flying badge. This will be followed by operational flying training. Observers will undergo flying training courses lasting 9–12 months, and on successful completion will be awarded the flying badge.

42. Officers serving as Midshipmen will be promoted to Acting Sub-Lieutenants after 1 year 4 months in the rank of Midshipman, or on attainment of the age of 19 years 6 months, whichever is the later, subject to satisfactory completion of basic and applied flying training and to recommendation for promotion. Those Officers who reach the age of 21 before completing 1 year 4 months in the rank of Midshipman may be promoted to Acting Sub-Lieutenant at age 21, provided that they are recommended as suitable to hold this rank. Officers will be confirmed as Sub-Lieutenants after 21 months subject to completion of flying training and to recommendation.

43. Total time to be served as Sub-Lieutenant (acting and confirmed) before promotion to Lieutenant will be from 1 year 8 months to 3 years according to time gained on results obtained during courses. Pilot and Observer officers who transfer to the Royal Air Force will have their seniority as Lieutenant adjusted as if all their service had been with the R.A.F. They will retain naval rates of basic pay and increments until completion of eleven years' service when they will transfer to R.A.F. rates of pay based on their revised seniority as Flight Lieutenant.

44. Supplementary List Aircrew Officers will be considered for promotion to Lieutenant-Commander or Commander in the following zones, i.e.:—

| | |
|---|---|
| (*a*) To Lieutenant-Commander .. | 8–12 years' seniority as a Lieutenant |
| (*b*) To Commander .. .. | 8–14 years' seniority as a Lieutenant-Commander |

Officers transferred to the General List will be subject to better promotion prospects to Commander and above. They will be promoted to Lieutenant-Commander on attaining 8 years' seniority (including seniority credits where appropriate).

## OTHER INFORMATION

45. The Cadet will be entitled without charge to medical and dental treatment while under training; and, when on leave, may consult the local Navy Surgeon and Agent, if necessary. The repayment of expenses incurred through consulting a medical practitioner will be considered by the Ministry of Defence should a Navy Surgeon and Agent not be available, or for other exceptional reasons.

46. Letters concerning Cadets should be addressed to the Commanding Officer of the Establishment or Ship in which he is training, and not to the Captain by name.

47. Parents or guardians of Cadets should inform the Ministry of Defence (Naval Personnel, Division I), and the Commanding Officer of the Ship of any permanent change of address.

## APPENDIX

## PHYSICAL REQUIREMENTS FOR CANDIDATES FOR AIRCREW DUTIES IN THE ROYAL NAVY AS FIXED WING PILOT, OBSERVER OR HELICOPTER PILOT

The standard of physical fitness required and particulars of defects which cause rejection are as shown in Appendix II under the Royal Naval Scholarship Scheme.

*Height, Weight, and Leg Length Measurements*

The requirements are as follows:—
Height: 64 in. minimum; 78 in. maximum.
Leg Length: 39 in. minimum (Pilots only).
Weight: 200 lb. maximum.
Fractional deviations from these limits will entail rejection.

(*Note.*—Leg length is measured with the candidate sitting, his buttocks firmly against a wall and the measurement is taken from the wall to the ball of the heel.)

*Visual Standards*

| | *Distant Vision* | *Near Vision* | *Colour Perception (Martin Lantern)* |
|---|---|---|---|
| Pilot and Observer (spectacles not allowed) | 6/6 6/12 correctable to 6/6 6/6 | N.5. E.E. | One |
| Helicopter Pilot (spectacles may be worn) | 6/18 6/18 (without spectacles) correctable to 6/6 6/6 (with spectacles) | N.5 E.E. | One |

*Refractive Error Limits*

In the better eye:—Manifest hypermetropia (without a mydriatic) 1.5 dioptres. Astigmatism 0.75 dioptres. The error in the more hypermetropic meridian must not exceed 1.5 dioptres.
In the worse eye:—Manifest hypermetropia (without a mydriatic) 2.5 dioptres. Astigmatism 1.0 dioptre. The error in the more hypermetropic meridian must not exceed 2.5 dioptres.

*Ocular Muscle Balance and accommodation limits*

(i) All aircrew:—

| | |
|---|---|
| Maddox Rod at 6 metres | Esophoria 6.0 prism dioptres<br>Exophoria 6.0 „ „<br>Hyperphoria 1.0 „ „ |

(ii) Pilots only:—

| | |
|---|---|
| Maddox wing | Esophoria 3°<br>Exophoria 8°<br>Hyperphoria 0.5° |
| Bishop Harman Diaphragm tests | Esophoric response 4<br>Exophoric response 5 |
| Cover test | Recovery must be rapid |
| Convergence | 10 cms. |
| Subjective Convergence | Used only as an aid to assessing ability to maintain binocular hold. |

| Accommodation | *Age* | *Centimetres* |
|---|---|---|
| | 17-20 | 10-11 |
| | 21-25 | 11-12 |

All aircrew must possess stereoscopic vision.

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## RATING CANDIDATES FOR AIRCREW DUTIES ON THE SUPPLEMENTARY LIST

Naval Ratings and R.M. Other Ranks who are within the prescribed age limits and have the necessary qualifications may apply for aircrew duties (including those of Helicopter Pilot) under the terms of the foregoing entry regulations.

2. It is the responsibility of Divisional Officers to inform likely candidates of their eligibility, and to encourage them to obtain any qualifications which they lack in good time to undergo selection procedure and start commissioned service before their 26th birthday.

3. Naval Ratings and R.M. Other Ranks appointed as Naval Air Cadets may remain on their existing rate of pay, plus 4s. a day, so long as this is to their advantage.

*Recommendation*

4. Ratings and Other Ranks who consider they have a good chance of selection should apply to their Commanding Officers, who, if the applicant can be recommended, should forward his name to the Ministry of Defence (Naval Personnel Division I), together with completed C.W. Form 1 and C.W. Form 1a (copy to D.O.D.P.A.R. for Royal Marines and to appropriate drafting authority for Ratings).

5. The medical examination for aircrew is of very high standard, and the flying aptitude assessment and Selection Board will severely test the potentialities of those who apply. It is important that applicants' names should not be forwarded to the Ministry unless Commanding Officers are able to recommend the applicants as showing genuine promise of making satisfactory officers. Applicants serving abroad should not be recommended unless they have, as far as is practicable with local resources, been passed medically fit for flying duties.

*Applications*

6. Application forms and copies of regulations will be sent through the usual channels to recommended candidates, who, in returning completed application forms, should state their preference for Fixed Wing Pilot, Observer or Helicopter Pilot. As with civilian candidates, these preferences will be taken into account; however, the acceptance of a candidate, and his allocation to aircrew duties, will be at the discretion of the Ministry of Defence and subject to the number of vacancies available.

7. Application forms completed by ratings and other ranks require:

(*a*) Evidence of date of birth. A formal birth certificate need not be forwarded with the application provided the date of birth inserted by the rating or other rank on the formal application is endorsed "verified" by the ship's officer or unit officer concerned.

(*b*) Evidence of educational standard. Certificates showing that the candidate has obtained one of the educational qualifications prescribed in the entry regulations are to be forwarded to the Ministry of Defence with the application form. They will be returned as soon as possible.

*c*) Evidence of parental consent to undergo flying training. This is required only in those cases where the applicant is under 21 years of age. It should be in the following terms, but need not appear on the actual form of application provided it is forwarded to the Ministry of Defence with the application:—

"I hereby give my consent to my son/ward undergoing flying training in the event of his being accepted for a Supplementary List Commission in the Royal Navy for flying duties."

The collection of this evidence and, in the case of minors, of the parental consent, will take time, especially when ratings or other ranks are serving outside the United Kingdom. Applicants should be advised to save time and help themselves by collecting the various documents in advance so as to be in a position, when application forms are issued, to complete and return the form as quickly as possible.

*Selection Procedure—Drafting of Candidates for Selection Tests and Interview*

8. Candidates whose applications are accepted by the Ministry of Defence will undergo the selection procedure as described in paragraphs 27 and 28 of the foregoing entry regulations.

9. The dates when candidates will be required at the R.A.F. Station, Biggin Hill, and at Gosport, will be communicated by the Ministry of Defence to the authorities concerned.

10. In cases of candidates serving abroad, as much notice will be given as possible in order that arrangements may be made for them to be drafted to their depots or R.M. Barracks in time to undergo selection tests. Commodores of the respective depots or Commanding Officers of R.M. Barracks are requested to inform the Ministry of Defence by signal immediately such candidates arrive in order that instructions may be issued for them.

11. The special attention of all authorities is drawn to the following points:—

(*a*) Railway Warrants: Candates going to flying aptitude tests should be issued with single railway warrants to cover their journey from the originating ship or establishment to Biggin Hill; all other warrants necessary will be issued by the Ministry of Defence. Candidates not attending flying aptitude tests, who are required to undergo the remainder of the selection procedure, must be issued with railway warrants covering their journey to Portsmouth Harbour and their return journey to their originating ship or establishment.

(*b*) Service Documents: Service certificates with enclosures are to accompany the men when they go to Gosport. Form S.264, prepared specifically for the candidate's appearance before the Interview Board, completed to the date of leaving the ship or establishment and countersigned by the Commanding Officer, should accompany each Service candidate.

12. Candidates who fail to pass flying aptitude tests or medical examination will return to their present duties, or to depot or R.M. barracks if from abroad.

13. Candidates who complete the full selection procedure will return to their present duties, or to depot or R.M. barracks if from abroad, to await results.

14. Ex-ratings and R.M. Other Ranks who fail during flying training may, if they wish, return to their former rating branch in lieu of release from the Service, but they cannot subsequently be considered again for a Supplementary List Aircrew commission.

### FORMER COMMISSIONED SERVICE OF CANDIDATES ENTERED AS SUPPLEMENTARY LIST AIRCREW

Rank and seniority may be allowed for previous commissioned service as shown below.

(*a*) *Ex-R.A.F. Aircrew Officers (fully trained)*

To be allowed their rank and seniority on the Active List of the R.A.F. towards their rank and seniority on appointment to the Royal Navy as follows:—

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| | |
|---|---|
| Flight-Lieutenant entered as Lieutenant R.N.<br>Flying Officer entered as Sub-Lieutenant, R.N.<br>Pilot Officer entered as Acting Sub-Lieutenant, R.N. | Seniority will in general be from date of entry but antedates may be allowed. |

(*b*) *Ex-R.A.F. Aircrew Officers (partly trained)*

Partly trained ex-R.A.F. Aircrew Officers, such as those who have completed basic flying training but have failed at the stage of Advanced flying training, who are accepted to train as Helicopter Specialist Pilot, to be given the rank of Midshipman or Acting Sub-Lieutenant on entry, according to age, with seniority of date of entry.

(*c*) *Ex-National Service Aircrew Officers*

Ex-National Service fully trained Aircrew Officers subsequently accepted for re-entry on Supplementary List Aircrew Commissions to be allowed the rank and seniority they held at the time of completion of full-time National Service Commission. If promoted to Acting Sub-Lieutenant on reaching age 21 during part-time National Service, to be re-entered in that rank, but with seniority of date of re-entry.

(*d*) *Ex-Short Service Aircrew Officers, R.N.*

Allowed the rank and seniority held at the time of completion of Short Service commission adjusted by time spent out of the Service.

(*e*) *Former Service in the R.N., R.N.V.R., R.N.R. other than Aircrew*

Rank and seniority held during full-time R.N., R.N.V.R. or R.N.R. service allowed where the training or experience acquired during that service is considered of value during aircrew training. R.N.R. Officers aged 21 or over who have completed P Courses will not normally be required to undergo General Naval and Air Training on entering the Royal Navy.

**ROYAL NAVAL FLYING SCHOLARSHIP SCHEME**

The aim of the Royal Naval Flying Scholarship scheme is to foster interest in Naval Aviation and a career in the Fleet Air Arm. Recipients of awards under this scheme, however, are under no obligation to join the Royal Navy.

This scheme provides a course of flying training on light aircraft for selected members of the combined Cadet Force (R.N. and Army Sections only), the Sea Cadet Corps and Ministry of Defence (Navy) approved Sea Scout Troups. Training is given at selected Civilian Flying Clubs.

Candidates for Flying Scholarships will be assessed for pilot aptitude and personal qualities and will be medically examined. All applicants who pass these tests are then considered to be in the zone for the award of a R.N. Flying Scholarship. The final selection of candidates, and the actual award of the 100 Flying Scholarships available annually are made by Admiral Commanding Reserves.

Full details and application forms are obtainable from:—Admiral Commanding Reserves and Director General of Naval Recruiting (R.N. Flying Scholarships), Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1.

## REGULATIONS FOR THE ENTRY OF OFFICERS IN THE ENGINEERING (MECHANICAL AND ELECTRICAL) SPECIALISATION ON THE SUPPLEMENTARY LIST OF THE ROYAL NAVY—QUALIFIED ENTRY

Under this scheme of entry into the Royal Navy, appointments are in the first instance either for five years on the Active List, followed by four years on the Emergency List, or for 16 years on a pensionable commission (subject to age) after which officers will be placed on the Retired List. Whilst on the Emergency List officers will be liable for service only in war or emergency. The five year commission may, with Ministry of Defence approval, be extended to 10 years and short service commissions may be converted to 16 year pensionable commissions (subject to age).

2. Entry is normally twice a year, in January and September.

*Educational Qualifications*

3. Candidates must hold a degree, or degree equivalent in electrical or mechanical engineering (or in science with suitable engineering subjects); be Graduate Members of, or hold educational qualifications which make them eligible for graduate membership of, the Institution of Electrical Engineers, the Institution of Electronic and Radio Engineers or the Institution of Mechanical Engineers.

4. Candidates who hold Higher and Ordinary National Certificates are required to obtain and forward a supporting statement from the appropriate Institution that they are exempted from the examinations for Graduate Membership. Applications may be made in anticipation of the qualifications being obtained. Arrangements could then be made to enable the Ministry of Defence to reach a decision on the selection of the candidate immediately he qualifies educationally.

*Rank on Entry*

5. Successful candidates will be awarded credits of seniority on entry according to the following scale.

| | |
|---|---|
| For a 1st or 2nd Class Honours Degree in Electrical or Mechanical Engineering (or in Science with suitable engineering subjects) from any British University or any other University at the Ministry of Defence's discretion. Diplomas in Technology will rank as Honours Degrees .. .. .. | 12 months |
| For any other Honours Degree .. | 6 months |
| For a pass Degree .. .. .. .. | 3 months |
| For a Graduate or Associate Membership of the Institution of Electrical Engineers or of the Institution of Mechanical Engineers. .. .. | 3 months |
| For Graduate or Associate Membership of the Institution of Electronic and Radio Engineers (where election as a Graduate was in November 1963 and later) .. .. .. .. .. | 3 months |
| For previous professional experience, after age 21, which, in the opinion of the Ministry of Defence, would be beneficial to the Royal Navy. Previous commissioned service would be included in this assessment .. | up to 7 years |

A total of eight years is thus the maximum that can be awarded for qualifications and experience. Rank on entry will normally be Electrical or Engineer Sub-Lieutenant, in which rank officers serve for 18 months before promotion to Electrical or Engineer Lieutenant. Any credits awarded on entry have the effect of back-dating seniority so that, for example, an

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entrant with two years credits enters as an Electrical or Engineer Lieutenant with six months seniority at the date of entry.

*Training*

6. Successful candidates will be entered in the rank of Electrical or Engineer Sub-Lieutenant or Electrical or Engineer Lieutenant and will initially undergo a four week New Entry Officers Divisional Course at the R.N. Barracks, Portsmouth before proceeding to courses lasting six months to a year, depending on specialisation, which for Engineer (Electrical) Officers will normally be at H.M.S. *Collingwood*, Fareham, whilst Engineer (Mechanical) Officers will normally go to H.M.S. *Sultan*, Gosport. Any officer failing to reach a satisfactory standard during training may be discharged at Ministry of Defence discretion, or given a further period of instruction. Promotion while under training is at the discretion of the Ministry of Defence and is subject to recommendation of Commanding Officers.

7. 16-year pensionable commissions may be granted at the outset to candidates under 34. They may also be granted after 2½ years service to officers serving on short service commissions provided that they can complete 16 years' reckonable service (i.e. from age 21) for the award of retired pay, and can serve at least 10 more years on the Active List before reaching the age of 50.

*Permanent Commissions*

8. Full-time Permanent Commissions on the Supplementary List will be available to suitable officers. Application may be made at any time after completeing 2½ years' service on the Supplementary List. Opportunities may occur from time to time for the transfer of outstanding Officers from the Supplementary List to the General List for service to normal retiring ages.

*Reserved Place Scheme*

9. Some candidates under 26 years of age, although academically qualified for graduate entry into the General List may prefer initially to join the Supplementary List before deciding whether they wish to commit themselves to a permanent career on the General List of the Royal Navy. Such candidates may apply for a place on the General List to be held open for about two years so that they may experience life in the Navy before making a decision. Successful candidates under this scheme can apply to exercise their option to transfer to the General List after 18 months, but not later than 28 months after entry into the service. Officers opting for the General List under this scheme may be required to undergo additional application training; and their seniority, etc. will be re-assessed as though they originally accepted an appointment in the Engineering specialisation of the General List under the Graduate Entry Scheme.

*Age Limits*

10. Applicants must be at least 21 years but must not have attained their 40th birthday by the date of entry. Applicants will be required to forward to the Ministry of Defence, with their applications, an extract from the register of birth, or, if this cannot be obtained, other documentary evidence accompanied by a statutory declaration made by a parent or guardian before a magistrate giving the exact date of his birth. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of the date of birth.

*Nationality*

11. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

12. Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Ministry of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision from the Ministry of Defence (Naval Personnel Division I).

*Selection Procedure*

13. Candidates will be required to appear before a Selection Board, and a naval medical board. Second class rail or bus fares incurred in travelling in connection with these tests, from the candidate's normal place of residence in the United Kingdom, will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Accommodation and food will be provided free of charge to candidates whilst they are undergoing the selection procedure, but subject to the proviso in paragraph 14 below, no other expenses, such as meals on the journey or loss of wages, are allowed.

14. Candidates who have to travel long distances to reach the Selection Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this expenses on accommodation and meals cannot be refunded.

*Physical Standards*

15. The standard of physical fitness required and particulars of defects which cause rejection are as shown in Appendix II under the Royal Naval Scholarship Scheme.

*Visual Standards*

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| less than 6/60 in each eye with glasses at least 6/6 6/24 or 6/12 6/12 | N.5 1 eye N.6 the other eye with glasses | Three |

Refractive error limits (under homatropine)

Hypermetropia:—7.0 dioptres

Astigmatism:—The difference between the axes must not exceed 7.0 dioptres

Myopia:—7.0 dioptres

The field of vision must be normal to confrontation test.

A concomitant squint is permissible only if it is not abnormal cosmetically with and without glasses. If binocular vision is present, heterophoria must not exceed:—

Eso- and Exophoria .. 6 prism dioptres

Hyperphoria .. 1 prism dioptre

Spectacles may be worn on duty.

*Conditions of Entry and Service*

16. The acceptance of a candidate will be at the sole discretion of the Ministry of Defence and subject to the number of vacancies available at the date of entry. An officer must be prepared to serve at sea or ashore anywhere in the world.

*Pay, Gratuity, Retirement Ages, Pensions, etc.*

17. The rates of pay and marriage allowance will be the same as for officers of equivalent rank and seniority on the General List. Supplementary List Electrical Engineer Officers will be eligible for a gratuity (tax-free) of £3,500 on satisfactory completion of 10 years' service, while those who leave after satisfactorily completing 5 years' service will receive a gratuity of £1,000. Supplementary List

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Mechanical Engineer Officers will be eligible for a tax-free gratuity of £200 for each year of service. For officers granted permanent commissions, terminal grants and retired pay will be as for General List officers. Officers on full-term permanent commissions will be retired at the age of 50 for Lieutenant-Commanders and 53 for Commanders.

*Uniform*

18. Officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. The cost of this initial outfit will be met from public funds, a cash grant being given for the purchase of specified items of uniform from civilian outfitters, and the remainder being supplied as free-issue items. Officers with previous naval officer service may receive modified cash grants only, depending on the length of the break in service.

Officers who are permitted to resign voluntarily will be required, at the discretion of the Ministry of Defence, to refund their initial uniform cash grants and the value of their initial outfit free issue on the following scales:—

(*a*) Grants paid and issues made less than one year prior to date of resignation .. .. .. .. In full
(*b*) Grants paid and issues made over one year but less than two years from date of resignation.. .. Two-thirds
(*c*) Grants paid and issues made over two years but less than three years from date of resignation.. .. One-third

Each grant and free issue will be considered separately for this purpose.

*Promotion*

19. Supplementary List Electrical and Engineer Officers will be considered for promotion to Electrical or Engineer Lieutenant-Commander or Electrical or Engineer Commander in the following zones:—

(*a*) To Electrical or Engineer Lieutenant Commander
8–12 years' seniority as a Lieutenant
(*b*) To Electrical or Engineer Commander
8–14 years' seniority as a Lieutenant-Commander

20. Officers transferred to the General List will be subject to better promotion prospects to Commander and above. They will be promoted to Lieutenant-Commander on attaining 8 years' seniority (including seniority credits where applicable).

*Extension of Service*

21. At any time before the last 3 months of his term of service on the Active List, an Officer may apply through the normal Service channels to extend his service by 5 years up to a maximum period of service of 10 years. In some cases, extension by shorter periods may be permitted.

*Applications*

22. Application must be made on the appropriate form, which will be supplied on request by letter, addressed to the Officer Entry Section, Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1. The form must be completed in the applicant's own handwriting and returned, with the documentary evidence of birth and educational qualifications, to the Ministry of Defence (Naval Personnel Division I), Old Admiralty Building, Whitehall, London, S.W.1.

23. Applications may be forwarded at any time, but in order to be in time for the September entry they must reach the above address by 1st July: candidates for the January entry should apply by 31st October.

24. Any candidate who has completed and returned the application form but has not received an acknowledgment of it within 14 complete days should write at once to the Ministry of Defence (Naval Personnel Division I), at the above address. Failure to do so will deprive the candidate of any claim to consideration on the grounds of loss or delay in the post.

*Further Information*

25. Any requests for further details on rates of pay, allowances, technical duties and responsibilities, etc., should be made to the Officer Entry Section at the address in paragraph 22 above.

## SERVICE CANDIDATES FOR ENGINEERING DUTIES ON THE SUPPLEMENTARY LIST

### RATING CANDIDATES

This scheme of entry is also open to ratings who hold or obtain the qualifications described above. The procedure for dealing with applications from ratings will be similar to that laid down in this book for rating and R.M. candidates.

### SPECIAL DUTIES LIST OFFICERS—TRANSFERS TO THE SUPPLEMENTARY LIST

2. Special Duties List Officers of the Electrical and Marine Engineering Sub-specialisations who hold or obtain professional qualifications which qualify them for entry to the Engineering (Mechanical and Electrical) Specialisation of the Supplementary List may apply for transfer to this list.

### CONDITIONS OF SERVICE

3. Officers who transfer have the choice of either a full term permanent commission (to age 50 for Lieutenant-Commanders and 53 for Commanders), or a 16-year pensionable commission, provided they are under 34 years of age at the time of transfer.

4. *Age Limit.* Applicants must be under 40 years of age on transfer.

5. *Rank on Transfer.* Seniority credits, applied on transfer, will be assessed as for direct entry Supplementary List officers. Commissioned service on the Special Duties List prior to transfer will count in full, up to the maximum of 7 years. Supplementary List Electrical officers with no credits serve for 18 months as Sub-Lieutenants. Thus, an Electrical Sub-Lieutenant with 3 years seniority on the Special Duties List and, for example, Graduate Membership of the Institute of Electrical Engineers, which carries three months' seniority, would transfer as a Lieutenant with one year nine months' seniority.

6. *Transfer from 16-year pensionable commission to a full-term Permanent Commission, and from the Supplementary to the General List: Promotions to Electrical Lieutenant-Commander and Electrical Commander:* Extension of Service: will all be in accordance with existing Supplementary List regulations.

7. *Training.* Depending on the experience and previous training of officers transferring, some special courses may be arranged, generally of a P.C.T. nature.

8. *Applications and Selection Procedure.* Applications may be made at any time through Commanding Officers, enclosing certificates to support statements of professional qualifications. The Commanding Officer is to remark on the applicant's suitability for service on the Supplementary List. Applicants will not normally be required to appear before an Interview Board.

9. *Pay, etc.* If an officer would suffer a reduction in pay on transfer, he will be placed on a 'mark-time' rate (i.e. his existing S.D. rate) for twelve months only. Subsequently, pay, allowances, retired pay and grant will be as for officers of equivalent rank and seniority on the Supplementary (and General) Lists.

10. *Uniform Grant.* Where a change of rank is made on transfer, the normal allowance for change of uniform will be paid.

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# REGULATIONS FOR THE ENTRY OF OFFICERS IN THE ELECTRICAL SPECIALISATION ON THE SUPPLEMENTARY LIST OF THE ROYAL NAVY—CADET ENTRY

Under this scheme of entry into the Royal Navy candidates must be at least 17½ but not yet 25 years of age at the time of entry. They must undertake to serve to the age of 37 or for 16 years from the date of entry, whichever is the later.

2. Entry will normally be made once a year in September.

3. Successful candidates will be entered as Electrical Cadets. Subsequent training and promotion will be as set out in paragraphs 20 to 24.

4. All officers will have the opportunity during their service to apply for longer term permanent commissions on the Supplementary List for service to the age of at least 50. Selected officers will be offered transfer to the General List with the chance of promotion to the highest ranks.

5. Officers who satisfactorily complete 16 or more years of service from the age of 21 will be eligible for the award of retired pay and terminal grant.

6. Details of pay, allowances and retired pay are shown at the beginning of this book.

## NATIONALITY

7. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

## PHYSICAL STANDARDS

8. The standard of physical fitness required and particulars of defects which cause rejection are as shown in Appendix II under the Royal Naval Scholarship Scheme. A candidate will not be entered unless he has been vaccinated within the past three years and is prepared to be re-vaccinated when considered necessary by the naval authorities.

## VISUAL STANDARDS

9.

| *Distant Vision* | *Near Vision* | *Remarks* |
|---|---|---|
| Less than 6/60 in each eye. | | Manifest hypermetropia or myopia not to exceed 7.0 dioptres under homatropine. |
| With glasses at least 6/6 : 6/24 or 6/12 : 6/12. | N.5 1 eye N.6 the other eye with glasses. | Hypermetropic or myopic astigmatism not to exceed 7.0, dioptres the meridian of greater error under homatropine. Fields of vision to be normal to confrontation tests. |
| Spectacles may be worn on duty. Colour Perception Standard 3. | | A concomitant squint is permissible only if it is not abnormal cosmetically with and without glasses. If binocular vision is present, heterophoria must not exceed:— Eso- and Exophoria 6 prism dioptres Hyperphoria 1 prism dioptre |

A candidate below age 21 will not normally be accepted if he has a myopic error in any meridian exceeding 4.0 dioptres. Some latitude, however, may be given if the error is only marginally in excess of 4.0 dioptres and there is adequate reason to suppose that the defect is no longer progressive.

## EDUCATIONAL STANDARDS

10. All candidates who are already educationally qualified must forward with their applications evidence that they possess qualifications either as shown below, or of a standard acceptable to the Ministry of Defence as equivalent qualifications. Applications may be submitted in anticipation of achieving the required standard by the date of entry. Applicants must possess:—

(*a*) An Ordinary National Certificate, in subjects appropriate to further electrical specialisation, together with a General Certificate of Education showing a pass at Ordinary level in English Language. Candidates qualifying by this means must also produce evidence of significant study beyond the O.N.C. stage towards a higher qualification (which they may not yet have obtained), or
(*b*) General Certificate(s) of Education showing passes in at least four subjects, of which at least two must be at Advanced level. (Exceptionally, some candidates who have completed full school courses of study for Advanced level in two suitable subjects, but have passed at Advanced level in only one of them, may be accepted.) The list of passes offered must include the compulsory subjects shown in paragraph 12 below; or
(*c*) Scottish Certificate(s) of Education showing passes in at least four subjects, of which at least three must be at the Higher grade. The list of passes offered must include the compulsory subjects shown in paragraph 12 below; or
(*d*) Grammar School Senior Certificate issued by the Ministry of Education of Northern Ireland showing passes in at least four subjects at not less than Credit standard, to include at least two passes at Advanced level. The list of passes offered must include the compulsory subjects shown in paragraph 12 below.

If a candidate has qualified under (*a*), (*b*), (*c*) or (*d*) above but has not yet received the actual certificates, a certified statement from the *examining body* that he has been successful and has obtained passes in the required subjects will be accepted.

11. *Compulsory Subjects*

(*a*) Candidates qualifying under 11(*b*), (*c*) or (*d*) above must hold passes in the following subjects:—
  (1) English Language (English in Scotland)
  (2) Mathematics.
  (3) Physics *or* Physics-with-Chemistry.
  (4) One other distinct science subject *or* one other language.

(*b*) The Advanced level or Higher grade passes must include one of the following subjects:—
  Pure Mathematics
  Applied Mathematics
  Mathematics (Pure and Applied)
  Physics *or* Physics-with-Chemistry

A pass at G.C.E. Ordinary level (or equivalent in) Applied Mathematics (or Mechanics) may count under (*a*) (4) above except where Mathematics (Pure and Applied) is offered as an Advanced level pass.

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## SELECTION PROCEDURE

12. Candidates are required to appear before a selection board and a naval medical board. Second-class rail or bus fares incurred in travelling in connection with these tests, from the candidate's normal place of residence in the United Kingdom, will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Accommodation and food will be provided free of charge to candidates whilst they are undergoing selection procedure, but, subject to the proviso in paragraph 14 below, no other expenses such as meals on journey, are allowed.

13. Candidates who have to travel long distances to reach the interview board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation.

## APPLICATIONS

14. Applicants will be required to forward to the Ministry of Defence (Naval Personnel Division I), with their applications, an extract from the register of birth; or, if this cannot be obtained, other documentary evidence accompanied by a statutory declaration made by a parent or guardian before a magistrate giving the exact date of the applicant's birth. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of the date of birth.

15. Applications must be made on the appropriate form, which will be supplied on request by letter, addressed to the Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1. The form must be completed in the applicant's own handwriting and returned to the Ministry of Defence (Naval Personnel Division I), Old Admiralty Building, Whitehall, London, S.W.1, together with the documentary evidence of birth and educational qualifications. Envelopes should be marked "Special Engineering Commissions (L)."

16. Applications may be forwarded at any time but they must reach the Ministry of Defence (Naval Personnel Division I) at the above address by 31st July in order to be considered for September entry.

17. Any candidate who has filled up and returned the application form but has not received an acknowledgement of it within 14 days should write at once to the Ministry of Defence (Naval Personnel Division I) at the address in paragraph 16 above.

18. The acceptance of a candidate will be at the sole discretion of the Ministry of Defence and subject to the number of vacancies available at the date of entry.

## TRAINING AND PROMOTION

19. Candidates will normally enter as Cadets irrespective of age, and will be given one term of General Naval Training at the Britannia Royal Naval College, Dartmouth, lasting about four months. At the end of this period they will proceed to technical training lasting approximately two years four months at the Royal Naval College, Greenwich. This training will consist of a course mainly in electronics, to enable officers to pass the Institution of Electronic and Radio Engineers graduate examinations. On successful completion of the Greenwich course the final year of training will be devoted to application training, that is, to acquiring knowledge of naval equipments. This will take place at the Royal Naval Engineering College, Manadon and other Naval Training Establishments in the Portsmouth area.

20. Subject to recommendation at all stages officers will normally be promoted as follows:—

(*a*) *From Cadet to Midshipman or Acting Electrical Sub-Lieutenant*
At the end of the first term training (at Dartmouth) Cadets will be promoted to Midshipman, or to Acting Electrical Sub-Lieutenant if they have attained the age of 21.

(*b*) *From Midshipman to Acting Electrical Sub-Lieutenant.*
After 16 months as Midshipman, or on attaining the age of 19 years 6 months, whichever is the later.
Officers who reach the age of 21 before completing 16 months in the rank of Midshipman may be promoted to Acting Electrical Sub-Lieutenant at age 21.

(*c*) *From Acting Electrical Sub-Lieutenant to confirmed Electrical Sub-Lieutenant*
(1) Officers who are promoted to Acting Electrical Sub-Lieutenant at the end of their first term of training at Dartmouth will be confirmed as Sub-Lieutenant on satisfactory completion of training at Greenwich.
(2) Other Officers will be confirmed after 28 months as Acting Electrical Sub-Lieutenant, or on finally completing application training if that is earlier.

21. Total time to serve as Electrical Sub-Lieutenant (acting and confirmed) before promotion to Electrical Lieutenant will be three years four months. At this point antedates of seniority will be applied according to time gained on results obtained during courses, up to a maximum of one year four months.

22. Officers will be considered for further promotion while serving in the following zones:—

(*a*) To Electrical Lieutenant-Commander
8–12 years' seniority as a Lieutenant

(*b*) To Electrical Commander
8–14 years' seniority as a Lieutenant-Commander.

## PROBATIONARY PERIOD

23. It must be clearly understood that the whole period of training is one of probation, and the Ministry of Defence reserve the right to require the withdrawal of a Cadet, Midshipman or Electrical Sub-Lieutenant at any time if:—

(*a*) he fails to reach a satisfactory standard in training;

(*b*) his conduct is unsatisfactory; or

(*c*) he does not display the qualities required of a Naval Officer.

## GENERAL

24. The Ministry of Defence will provide Cadets with all the articles of uniform and clothing required on entry. Apart from incidental expenses (e.g. laundry charges, the cost of maintenance whilst on leave, and the cost of travel to destinations outside the United Kingdom when proceeding on or returning from leave) no form of expenses will fall on the parent or guardian or Cadet.

25. On promotion to Midshipman and Acting Sub-Lieutenant officers are supplied with further free issues of clothing and given a cash grant to buy additional items of uniform. Cash grants in respect of officers under 21 years of age may be paid direct to the parent, or guardian, if application is made before the officer is promoted.

26. Officers whose appointments are terminated compulsorily before they have completed two years' service will be required, at the discretion of the Admiralty Board, to return their principal items of free issue uniform, charges being raised against their pay for any specified article not returned.

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27. Officers who withdraw from training voluntarily will be required, at the discretion of the Admiralty Board, to refund the value of the outfits and cash grants issued to them on entry as a Cadet and on promotion to Midshipman and Acting Sub-Lieutenant on the following scale, calculated in each case from the time of each individual free issue or cash grant:—

| | |
|---|---|
| Under 1 year .. .. .. | In full |
| After 1 year but under 2 years .. | Two thirds |
| After 2 years but under 3 years .. | One third |
| After 3 years .. .. .. | Nil |

Thus a Midshipman withdrawing in his second year after entry will be required to repay the whole of the value of the outfit and grant given to him on promotion to Midshipman plus two thirds of the value of the outfit issued to him on entry as a Cadet.

28. The officer will be entitled without charge to medical and dental treatment while under training; and, when on leave, may consult the local Admiralty Surgeon and Agent, if necessary. The repayment of expenses incurred through consulting a civil medical practitioner will be considered by the Ministry of Defence should an Admiralty Surgeon and Agent not be available, or for other exceptional reasons.

RATING AND OTHER SERVICE CANDIDATES

29. Entry to the Electrical Specialisation of the Supplementary List under the foregoing conditions is open to suitably qualified Naval Ratings and R.M. Other Ranks; to suitably qualified Upper Yardmen who fail to reach the academic standard required for the General List; and to Supplementary List aircrew with the required qualifications who fail during flying training.

30. Selection procedure for Service candidates other than Upper Yardmen will be the same as for civilian candidates. The procedure for dealing with applications from Naval Rating and R.M. Other Ranks will be similar to that laid down in this book for rating and R.M. candidates for Supplementary List aircrew commissions.

31. A candidate serving abroad should not be recommended unless he has, as far as is practicable with local resources, been passed medically fit for duty as an Electrical Officer.

32. On appointment to a commission, Naval Ratings and R.M. Other Ranks will remain on their existing rates of pay, plus 4s. a day, so long as this is to their advantage. Those who fail during training may, if they wish, return to their former rating branch in lieu of release from the Service, but they cannot subsequently be considered again for a commission in the Electrical Specialisation on the Supplementary List.

## REGULATIONS FOR THE ENTRY OF OFFICERS FOR SEAMAN DUTIES ON THE SUPPLEMENTARY LIST OF THE ROYAL NAVY

1. Under this scheme of entry into the Royal Navy, appointments are, in the first instance, for 10 years on the Active List, followed by 4 years on the Reserve: but Officers have the option of leaving on completion of 5 years' service, with a reduced gratuity, followed by 4 years on the Reserve. Whilst on the Reserve, Officers will only be liable for service in war or emergency. Officers who wish to terminate their service at the five-year breakpoint will be required to give nine months' notice in writing that they wish to exercise this option.

2. Entries will normally be made three times a year, in January, May and September.

3. Successful candidates will be entered as Cadets and will undergo 12 months' initial training at Dartmouth and at sea. On successful completion of this they will be appointed Midshipman for 12 months' further sea training. Applicants who have had former service should indicate it when applying so that adjustments may be made to training, and in certain cases to seniority if considered appropriate.

4. R.N.R. Officers will, in general, start at Dartmouth on equal terms with candidates who have no previous commissioned service. However, if they are over 21, are on List 1, and have completed P. Courses, they may, according to the advice of the Admiral Commanding Reserves, be excused training at Dartmouth. They will then undergo a special course of training lasting about 23 weeks, or even be allowed to join the Fleet with no further training. While under training, these Officers will be Acting Sub-Lieutenants, and Sub-Lieutenants on joining the Fleet.

5. Permanent Commissions on the Supplementary List are available for a proportion of Officers completing 8 years of a 10-year Supplementary List Commission, with prospects of promotion to the rank of Commander. There are opportunities for the best seaman officers to transfer to Permanent Commissions on the General List, and such transfers are mainly effected from within the five to eight-year zone of service. However, for those officers who show outstanding promise during training, there are opportunities for one to transfer each year whilst within the zone of two to three years' service on the Supplementary List.

6. On leaving the Active List on satisfactory completion of 10 years' service, officers will be eligible for a tax-free gratuity of £2,000; officers who leave on satisfactory completion of 5 years' service will be eligible for a tax-free gratuity of £1,000. Officers who are seiected for a Permanent Commission will not be eligible for these gratuities, but will be eligible for retired pay or gratuity under the regulations in force for permanent officers, and will be allowed to count their full service on this commission towards retired pay or gratuity subject to the operation of the general rules governing service for such awards.

7. The rates of pay and marriage allowance are shown under the heading "Pay and Allowances of Officers," at the beginning of this book.

AGE LIMITS

8. Applicants must have attained the age of 17 years but must not have attained the age of 23 years on the first day of the month on which they are appointed.

9. Applicants will be required to forward with their applications, an extract from the register of birth; or, if this cannot be obtained, other documentary evidence accompanied by a statutory declaration made by a parent or guardian before a magistrate giving the exact date of his birth. Certificates of registry of birth or of baptism are not in themselves accepted as evidence of the date of birth.

NATIONALITY

10. To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

11. Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

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PHYSICAL STANDARD

12. Candidates will be required, irrespective of whether they have been passed fit in connection with a previous examination, to present themselves for medical examination and must be found physically fit for Seaman duties in the Royal Navy. A candidate will not be entered unless he has been vaccinated within the past three years and is prepared to be re-vaccinated when considered necessary by the naval authorities.

13. Details of physical requirements for candidates are contained in the Appendix.

EDUCATIONAL QUALIFICATIONS

14. All candidates must forward with their applications evidence that they possess one of the following educational qualifications:—

(*a*) Passes in English Language, Mathematics, and three other subjects
either (1) at Ordinary level in the General Certificate of Education
or (2) at Lower grade in the Scottish Leaving Certificate
or (3) at Ordinary grade in the Scottish Certificate of Education
or (4) at Ordinary level in the Grammar School Senior Certificate of Northern Ireland
or (5) at Ordinary level in the General Certificate of Education of Northern Ireland.

(*b*) An Overseas School Certificate issued by the University of Cambridge Local Examination Syndicate (or the equivalent) showing credit passes in English, Mathematics and three other subjects.

(*c*) Educational qualifications which in the opinion of the Admiralty are of equivalent or higher standard than (*a*) (1) above.

15. The subjects which may be offered in addition to the required passes in English Language and Mathematics can be any of the subjects which normally have a place in school curricula and are recognised by the G.C.E. examining boards, except as follows:—

(*a*) Where G.C.E. or equivalent certificates are held in subjects which overlap significantly in content (e.g. Physics and Physics-with Chemistry), only one of the overlapping subjects may count towards the qualifying standard.

(*b*) For the following groups of subjects, normally only one subject may count from its particular group:
(1) Art, Music.
(2) Commercial Subjects.
(3) Technical Subjects.
(4) Additional Mathematics, Applied Mathematics, Mechanics.
(5) Biology, Botany, Zoology.

With regard to both (*a*) and (*b*) above, cases of doubt should be referred to the Ministry of Defence.

16. If a candidate has passed one of the above examinations but has not yet received the actual certificate, a certified statement from the examining body (not the Headmaster) that he has been successful and has obtained passes in the required subjects will be accepted.

MEDICAL EXAMINATION AND PERSONAL INTERVIEW

17. Applicants who satisfy the educational requirements and are accepted as candidates will be required to undergo a medical examination and an interview.

18. Second-class rail or bus fares incurred in travelling in connection with these tests, from the candidate's normal place of residence in the United Kingdom, will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Accommodation and food will be provided free of charge to candidates whilst they are undergoing the selection procedure, but subject to the proviso in paragraph 19 below, no other expenses, such as meals on journey are allowed.

19. Candidates who have to travel long distances to reach the Interview Board and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. 0d. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

APPLICATIONS

20. Application must be made on the appropriate form, which will be supplied on request by letter, addressed to the Officer Entry Section, Old Admiralty Building, Whitehall, London, S.W.1. The form must be completed in the applicant's own handwriting and completed in the applicant's own handwriting and returned to the above address, together with the documentary evidence of birth and educational qualifications.

21. Any candidate who has filled up and returned the application form but has not received an acknowledgment of it within seven complete days should write at once to the Officer Entry Section at the above address. Failure to do so will deprive the candidate of any claim to consideration on the grounds of loss or delay in the post.

22. Candidates who pass the medical examination but who fail the interview are allowed three attempts at entry under this scheme, provided they are still within the age limits. Twelve months must, however, elapse between each appearance before the Admiralty Interview Board.

CONDITIONS OF ENTRY AND SERVICE

23. The acceptance of a candidate will be at the sole discretion of the Ministry of Defence and subject to the number of vacancies available at the date of entry.

24. In the main, officers will be employed on general seaman duties in all classes of ships. Some will have the opportunity to sub-specialise in submarines, aircraft direction, clearance diving or hydrography.

25. The Ministry of Defence reserve the right to terminate an appointment at any time if, in their opinion:—

(*a*) the qualities required of a Naval Officer are not being sufficiently developed; or

(*b*) the officer's conduct is unsatisfactory.

26. Should an Officer be invalided, he will receive such award of retired pay and terminal grant or gratuity as is appropriate (subject to the normal provision that any such award is liable to be reduced or withheld if the disability was due to causes within the Officer's own control). An Officer who for any other reason does not complete his full period of service on the Active List will not be entitled to any award: but an award, either at the full rate or at a reduced rate to be decided by the Ministry of Defence, may be sanctioned, subject to a minimum period of service of one year in the following circumstances:—

(*a*) For an Officer compulsorily transferred to the reserve, required to relinquish his commission or to resign.

(*b*) For an Officer transferred to the reserve at his own request.

27. Terminal grants and gratuities are not payable to the estate of an officer who dies or is killed while serving on the Active List. A special gratuity is, however, normally paid to the widow; or if there are children but no widow, this gratuity may be paid in part or in whole for the benefit of the children.

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28. Pensions are also payable under regulations administered by the Ministry of Pensions and National Insurance to the widows, etc. of officers whose death is due to their service.

PROMOTION

29. Officers will normally be promoted in accordance with the following arrangements:—

(*a*) To Midshipman—on successful completion of 12 months' basic training as a cadet.

(*b*) To Sub-Lieutenant—on completing 12 months as a Midshipman and passing Midshipman's Board.

(*c*) To Lieutenant on satisfactory completion of between 24 and 32 months service as a Sub-Lieutenant (or as a Midshipman after the age of 21) after allowing time gained during training; promotion will be conditional on Commanding Officer's recommendation and possession of a Watchkeeping Certificate, but acting rank will be allowed at the due time if an officer has failed to attain this qualification through no fault of his own.

(*d*) All Supplementary List Officers will be considered for promotion to Lieutenant-Commander or Commander in the following zones, i.e.—

(1) To Lieutenant-Commander
8–12 years' seniority as a Lieutenant.

(2) To Commander
8–14 years' seniority as a Lieutenant-Commander.

Officers transferred to the General List will be subject to better promotion prospects to Commander and above. They will be promoted to Lieutenant-Commander on attaining 8 years' seniority.

GENERAL

30. The Ministry of Defence will provide the Cadets with all the articles of uniform and clothing required on entry. Apart from incidental expenses (e.g. laundry charges, the cost of maintenance whilst on leave, and the costs of travel to destinations outside the United Kingdom when proceeding on leave or returning from leave) no form of expenses will fall on the parent or guardian or Cadet.

31. On promotion to Midshipman and Sub-Lieutenant, officers are supplied with further free issues of clothing and are given cash grants to purchase additional items of uniform. Cash grants in respect of officers under 21 years of age may be paid direct to a parent or guardian if application is made before the officer is promoted.

32. Officers whose appointments are terminated compulsorily before they have completed two years service will be required at the discretion of the Ministry of Defence, to return their principal items of free issue uniform, charges being raised against their pay for any specified article not returned.

33. Officers who withdraw from training voluntarily will be required, at the discretion of the Ministry of Defence, to refund the value of the outfits and cash grants issued to them on entry as a Cadet and on promotion to Midshipman and Sub-Lieutenant on the following scale, calculated in each case from the time of each individual free issue or cash grant:—

| | |
|---|---|
| Under 1 year .. .. .. | In full |
| After 1 year but under 2 years .. | Two thirds |
| After 2 years but under 3 years .. | One third |
| After 3 years .. .. .. | Nil |

Thus a Midshipman withdrawing in his second year after entry will be required to repay the whole of the value of the outfit and grant given to him on promotion to Midshipman plus two thirds of the value of the outfit issued to him on entry as a Cadet.

34. Letters concerning Cadets should be addressed to the Commanding Officer of the establishment or ship in which he is training, and not to the Captain by name.

35. Parents or guardians of Cadets must in all cases of a permanent change of address, inform the Ministry of Defence (Naval Personnel Division I), and the Commanding Officer of the Ship.

**APPENDIX**

PHYSICAL REQUIREMENTS FOR CANDIDATES FOR CADETSHIPS IN THE SEAMAN SUPPLEMENTARY LIST OF THE ROYAL NAVY

The standard of physical fitness required and particulars of defects which cause rejection are as shown in Appendix II under the Royal Naval Scholarship scheme.

VISUAL STANDARDS

| *Distant Vision* | *Near Vision* | *Colour Perception Standard* |
|---|---|---|
| 6/9 6/12 | N.5 E.E. | One |

Any defect of form vision must be solely due to error of refraction and be capable of correction to 6/6.

Refractive error limits (under homatropine):—

Total Hypermetropia:—
2.5 dioptres in the better eye, 3.0 dioptres in the worse eye.

Astigmatism:—
0.75 dioptre in the better eye, 1.0 dioptre in the worse eye.

The fields of vision must be normal to the confrontation test. Stereoscopic vision must be present.

Heterophoria (maddox rod at 6 metres) must not exceed:—

| | |
|---|---|
| Eso- and Exophoria | 6 prism dioptres |
| Hyperphoria | 1 prism dioptre |

A candidate whose unaided visual acuity is not worse than 6/12 6/24 and who presents himself for examination wearing contact lenses may be accepted for entry provided:—

(*a*) the lenses are not micro-corneal.
(*b*) he has acquired full tolerance to their use.
(*c*) visual acuity with the lenses is 6/6:6/12.
(*d*) he is visually fit in all other respects.

## RATING AND OTHER SERVICE CANDIDATES FOR SEAMAN DUTIES ON THE SUPPLEMENTARY LIST

Entry to the Seaman Supplementary List under the foregoing conditions is open to suitably qualified Naval Ratings and R.M. Other Ranks; Upper Yardmen who fail to reach the academic standard required for the General List; and Supplementary List Aircrew with the required qualifications who fail during flying training.

2. The upper age limit of 23 does not apply to successful Upper Yardmen candidates, and they will not normally be required to undergo General Naval Training on entering the Seaman Supplementary List.

3. Aircrew officers who fail during flying training and are selected for Seaman duties will return to Dartmouth as Cadets with a further period of General Naval Training.

4. Naval Ratings and R.M. Other Ranks selected as Seamen Officers will also enter Dartmouth as Cadets for General Naval Training. They may remain on their existing rates of pay, plus 4s. a day, so long as this is to their advantage.

5. Selection procedure for Service candidates other than Upper Yardmen will be the same as for civilian candidates. The procedure for dealing with applications from Naval Ratings and R.M. Other Ranks will be similar to that laid down in this book

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for rating and R.M. candidates for Supplementary List Aircrew commissions.

6. Candidates serving abroad should not be recommended unless they have, as far as is practicable with local resources, been passed medically fit for seaman duties.

7. Ex-Ratings and R.M. Other Ranks who fail during Seaman Officer training may, if they wish, return to their former rating branch in lieu of release from the Service, but they cannot subsequently be considered again for a Supplementary List Seaman commission.

## REGULATIONS FOR CHAPLAINS, R.N.

### CHURCH OF ENGLAND
### ENTRY

1. To be eligible for appointment as a Chaplain (Church of England) in the Royal Navy a candidate must fulfil the following conditions:—

(*a*) he must be an ordained Deacon and Priest of the Church of England, or admitted to the same Holy Orders by the lawful authority of one of the Churches within the Realm of Great Britain and Ireland which are in communion with the Church of England.

(*b*) after entry he must not hold any benefice with a Cure of Souls.

(*c*) he must be pronounced physically fit for service as a Chaplain by the Medical Director-General (Naval).

(*d*) he must produce satisfactory testimonials from the Lord Bishop of the Diocese in which he was last licensed.

(*e*) his age must not exceed 34, except in certain exceptional cases.

(*f*) he must have been examined by the Chaplain of the Fleet, and reported by him to be in every respect a fit and proper person to serve as Chaplain in Her Majesty's Service.

2. Every Chaplain appointed for service must, as a condition to such appointment, receive a special ecclesiastical licence from the Archbishop of Canterbury and his successors, such licence to be one capable of recognition by all Bishops and other Authorities of the Church of England throughout the world during the period such Chaplain shall remain on the Active List of the Royal Navy.

3. In the event of discharge after short service the names of Chaplains who are recommended will be specially brought to the notice of the Church authorities.

### CHURCH OF SCOTLAND AND FREE CHURCHES
### ENTRY

4. To render a candidate eligible for appointment as a Chaplain (Church of Scotland and Free Churches) in the Royal Navy, he must fulfil the following conditions:—

(*a*) he must be an ordained Minister of one of the group of Churches comprising the Church of Scotland and Free Churches.

(*b*) he must have been examined by the Principal Chaplain, Church of Scotland and Free Churches (Naval), and reported by him to be in every respect a fit and proper person to serve as Chaplain in Her Majesty's Service.

(*c*) his age must not exceed 34, except in certain exceptional cases. A copy of birth certificate should be furnished after interview with the Principal Chaplain, Church of Scotland and Free Churches (Naval).

(*d*) after entry he must not hold any other Charge.

(*e*) he must be pronounced physically fit for service as a Chaplain by the Medical Director-General (Naval).

### ROMAN CATHOLIC
### ENTRY

5. To render a candidate eligible for appointment as a Chaplain (Roman Catholic) in the Royal Navy he must fulfil the following conditions:—

(*a*) he must be a Roman Catholic Priest and be nominated for entry by the R.C. Ordinary of H.M. Forces.

(*b*) after entry he must not hold any benefice with a Cure of Souls.

(*c*) he must receive permission to apply for entry and produce satisfactory testimonials from the Bishop of his diocese, or if a Religious, from his Superior.

(*d*) his age must not exceed 34, except in certain exceptional cases. A copy of birth certificate should be furnished after interview with the Principal R.C. Chaplain (Naval).

(*e*) he must have been examined by the Principal R.C. Chaplain (Naval) and reported by him to be in every respect a fit and proper person to serve as Chaplain in Her Majesty's Service.

(*f*) he must be pronounced physically fit for service as a Chaplain by the Medical Director-General (Naval).

6. Every Roman Catholic Chaplain appointed for service must be in possession of Ecclesiastical Faculties from the R.C. Ordinary of H.M. Forces.

### ALL DENOMINATIONS

*Nationality*

7. To be eligible, candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth, or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

8. Applicants not able to satisfy these conditions may, in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division 1).

*Visual Standards*

9. Both eyes to be healthy, the vision to be correctable to 6/6: 6/24 or to 6/12: 6/12 at least. The candidate should be able to read N.5 one eye, N.6 the other eye, with glasses.
The refractive error should not exceed:—

(*a*) 7 dioptres of hypermetropic or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye.

(*b*) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye.
The fields of vision should be normal to the confrontation test. Colour Perception Standard III. This entails the recognition of red, green and white lights on the Martin Lantern at a distance of 5 feet.
An alternating squint with small deviation (not abnormal cosmetically) will be permitted



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provided that the vision shall be correctable to at least 6/24 in the worse eye.

If the candidate possesses binocular vision, heterophoria must not exceed:—

| | | |
|---|---|---|
| Eso- and Exophoria | .. | 6 prism dioptres |
| Hyperphoria | .. .. | 1 prism dioptres |

*Dental Standard*

10. The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. The candidate must make his own arrangements for any defects to be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

*Conditions of Service*

11. Chaplains will, on entry, be granted Short Service commissions of 4 years. Chaplains leaving the Service on the expiration of the Short Service commission will be placed on the Emergency List and will be liable for service in war or emergency during the subsequent 4 years. A Chaplain who, in the opinion of the Defence Council or Admiralty Board, is unsuitable for the Naval Service may be discharged at any time. In addition if the ecclesiastical authorities of the R.C. Church are not satisfied with the conduct of a Chaplain (R.C.) note will be taken of their objection.

12. Resignation before the expiration of 4 years' service may be permitted, in special circumstances, at the discretion of the Defence Council or Admiralty Board.

*Chaplains who held or were granted Short Service Commissions on or after 1st August 1962.*

13. During the Short Service commission period, a Chaplain may apply to be considered for a pensionable commission of 16 years. If granted, this will include any period previously served on the Short Service Commission. Applications must be submitted through normal Service channels, and should be made during the six months after completion of the third year of service. A report on Form S. 206 and a certificate of medical fitness should be forwarded with the application.

14. Between the end of the 12th and 16th years of service, a Chaplain may be selected for retention, either

(*a*) for a permanent commission up to the date that he reaches the age of 55; or
(*b*) for a lesser period, in which case the pensionable commission will be extended for the period of retention.

*Chaplains who held permanent commissions on 31st July 1962*

15. Chaplains who held permanent commissions on the 31st July 1962 have the option of:

(*a*) continuing to serve until the age of 55; or
(*b*) applying to retire at the age of 50 or over, up to a maximum age of 55.

Retirement under option (*b*) will be at Defence Council or Admiralty Board discretion, and applications should be made through the usual Service channels not later than two years before the preferred date of retirement.

PAY, RETIRED PAY, ETC.

16. The pay, allowances, retired pay, etc., of Chaplains are contained under those headings in the appropriate sections of this Appendix.

17. In certain circumstances widows are eligible for pensions with allowances for children as provided in the appropriate sections of this Appendix.

TRAVELLING EXPENSES

18. Second-class rail or bus fares incurred in travelling to interview and medical examination from the candidate's usual place of residence in the United Kingdom will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d. Candidates who have to travel long distances to reach the Ministry of Defence for interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

MISCELLANEOUS

19. All Chaplains must be prepared to serve in any part of the world.

20. Chaplains on board ship are victualled under the usual conditions for Naval Officers, i.e., they are required to pay the usual mess subscriptions. When detached for duty in circumstances which render the ordinary service victualling unavailable they are entitled to Ration Allowance.

21. Chaplains, R.N., are required to wear Naval uniform, the initial cost of which is met by a cash allowance and a free issue of certain items of clothing. In the event of voluntary resignation within three years of entry, refund of the allowance and the cash value of the free-issue clothing may be required in whole or in part.

## REGULATIONS FOR INSTRUCTOR OFFICERS, R.N.

QUALIFICATIONS FOR ENTRY

*Age Limits*

Candidates for entry into the Instructor Branch must have attained the age of 21 years, but not have reached 32, on the date of entry.

*Nationality*

2. To be eligible candidates must:
(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and
(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and
(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Minister of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

*Educational and Professional Qualifications*

3. Candidates must possess a degree or a recognised equivalent, or acceptable professional or teaching qualifications. The main requirement is for entrants with qualifications in Mathematics, Physics, Engineering (Mechanical, Electrical, or Aeronautical), but some with qualifications in other Science subjects and in Arts subjects are required. Experience in teaching is desirable.

*Medical Fitness*

4. Candidates must be pronounced by the Medical Director General (Naval) to be physically fit for general duties in the Instructor Branch.

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*Visual and Dental Standards*

| *Distant Vision* | *Near Vision with glasses* | *Colour Perception Standard* |
|---|---|---|
| Less than 6/60 in each eye With glasses at least 6/6 6/24 or 6/12 6/12 | N.5 one eye N.6 the other eye | 3 |

Manifest hypermetropia or myopia not to exceed 7.0 dioptres under homatropine.

Hypermetropic or myopic astigmatism not to exceed 7.0 dioptres the meridan of greater error under homatropine.

Fields of vision must be normal to the confrontation tests. A concomitant squint is permissible only if it is not abnormal cosmetically with and without glasses. If Binocular Vision is present heterophoria must not exceed:—

Eso- and Exophoria .. 6 prism dioptres
Hyperphoria .. .. 1 prism dioptre

The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

*Interview and Travelling Expenses*

5. Candidates will be interviewed by the Director of Naval Education Service and must be recommended by him for entry.

6. Where travelling expenses above 5s. 0d. within the United Kingdom are incurred in connection with interview and medical examination, second class rail or bus fares from the candidate's normal place of residence will be refunded.

Candidates who have to travel long distances and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

## TYPES OF COMMISSION

### I. *Short Service Commissions*

7. For the majority of candidates, entry is in the first instance on a 5-Year Short Service Commission. This is the normal method of entry to the Instructor Branch, and to the longer term pensionable commissions described in paragraphs 10 to 13 below.

8. Instructor Officers serving on 5-Year Short Service Commissions have the option to leave the Navy after completing 3 years' service. Officers who wish to exercise this option should state their intention after 2 years, but before completing 2 years 6 months service.

9. Officers who do not wish to transfer to the longer term commissions referred to above, or who are not selected for such transfer, may apply to extend their 5-Year Short Service Commissions by a further 5 years. An officer may apply at any time after 3 years' service, but not less than 6 months before his commission is due to complete.

### II. 16-*Year Pensionable Commissions*

10. After serving 2 years of a 5-Year Short Service Commission, officers (both graduate and non-graduate) may apply to transfer to a 16-Year Pensionable Commission. Application should be made in accordance with paragraphs 15–21 below.

### III. *Permanent Commissions*

11. The Permanent List of the Branch will be composed entirely of graduates, who may have entered initially either on Direct Permanent Commissions or on Short Service Commissions. The compulsory retiring ages for Permanent List Officers are:—

Instructor Lieutenant-Commander 48 years
Instructor Commander .. .. 52 ,,
Instructor Captain .. .. 55 ,,

*Direct Entrants*

12. A few well-qualified good honours graduates will enter each year on Direct Permanent Commissions. Their first year of service will be probationary.

*Serving Officers*

13. The majority of Permanent Commissions will be granted to officers selected from those serving on 5-Year Short Service Commissions. Applications to transfer may be made at any time between 2 and 5 years' service as in paragraphs 15–21 below.

14. A very limited number of Permanent Commissions will be granted to officers who have completed 10 years of a 16-Year Pensionable Commission. Applications to transfer should be made after 9 years' service.

*Eligibility for 16-Year Pensionable Commissions and Permanent Commissions*

15. In order to qualify for either type of pensionable commission, an officer must:—

(*a*) be able to complete at least 16 years' service reckonable for retired pay purposes, before the age of 48; and
(*b*) have at least 10 years of his commission to run from the date of transfer.

*Forwarding of Applications to Ministry of Defence*

16. Officers applying to transfer to longer term commissions should state whether they wish to be considered for a 16-Year Pensionable Commission or for a Permanent Commission, giving an order of preference if they are eligible to be considered for both. Officers transferred are not permitted to count for seniority purposes any service which they may have given before the age of 21.

17. Applications must be submitted through normal service channels and should be made by 15th January and 15th August for consideration in March and October respectively.

18. An officer who has not completed his minimum period of qualifying service by the final date for making application in either half-yearly period may submit his application provided that he will have completed the minimum period by 15th March in the case of January applications, or 15th October in the case of August applications.

19. Transfers are at the discretion of the Admiralty Board, and applicants, who must be recommended by their Commanding Officers, will be interviewed upon initial application.

20. An officer serving on a 16-Year Pensionable Commission whose application to transfer to a Permanent Commission at the 10-year point is unsuccessful will have no further opportunity of being considered. However, a Short Service Officer who is not granted a pensionable commission at his first attempt will automatically be reconsidered for transfer at each succeeding half-yearly selection without further application until the end of his Short Service Commission, unless he cancels his application.

21. A report on Form S.206 should be forwarded with the initial application, and at 6-monthly intervals thereafter until the officer concerned has been transferred to a pensionable commission or to the Emergency List, or his application has been cancelled.

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## RANK AND SENIORITY ON ENTRY

22. Entry into the Instructor Branch will normally be in the rank of Instructor Sub-Lieutenant or Instructor Lieutenant according to qualifications and experience. The basic time to be served before promotion to Instructor Lieutenant-Commander will be 9 years, comprising 1 year's service as Instructor Sub-Lieutenant, followed by 8 years as Instructor Lieutenant.

23. The time to be served before promotion to Instructor Lieutenant-Commander may be reduced by the following ante-dates of seniority to be awarded on entry as shown below. (These ante-dates will not count as service reckonable for the award of retired pay.)

(*a*) *Credits for Degrees*
(1) Good Honours Graduate—3 years.
(2) Other Graduates—1 year.
The definitions of "good honours graduate" and "graduate" are as in the Burnham report.

(*b*) *Credits for Civilian Experience*
Post graduate professional experience after age 21 will count, with credit in full up to a maximum of 2 years. Examples of relevant experience are graduate apprenticeships, teacher training after graduating, teaching experience after qualifying, research experience, and industrial experience as a professional engineer.

(*c*) *Previous Commissioned Service*
(1) Former Instructor Officers, Royal Navy, will re-enter with former seniority adjusted by time out of the Service.
(2) Officers who, on entry into the Instructor Branch have had previous full-time commissioned service in the Royal Navy, other than in the Instructor Branch, or Army or Royal Air Force, may be entitled to have such service taken into account in determining their seniority.

## PROMOTION

24. Subject to a satisfactory record, Instructor Officers will be promoted Instructor Lieutenant-Commander on attaining 8 years' seniority as Instructor Lieutenant. Promotion to Instructor Commander and above will be by selection from officers serving on Permanent Commissions.

## TRAINING ON ENTRY

25. The time spent under training on entering the Instructor Branch will vary, according to an officer's age and qualifications, but it will not generally exceed 6 months. In addition to general training as a naval officer it may include teaching training, technical courses and sea experience.

26. Any officer who fails to qualify during his probationary or training period will be discharged.

## DUTIES

27. Instructor Officers are employed primarily on educational and training duties ashore and afloat. A certain number of officers are trained in Meteorology and seconded for meteorological duties. These officers may be appointed for forecasting and general meteorological duties in a full or part time capacity and those who show a particular interest or aptitude are attached to the Directorate of Meteorological and Oceanographic Services for full time duties for a period of years.

28. Instructor Officers are appointed to serve in aircraft carriers, guided missile ships, assault ships, depot and repair ships, destroyers and frigates of the Royal Navy.

29. Apart from his duties in education and meteorology, the Instructor Officer serving at sea has an operational role in the Fighting Organisation of the ship, such as Tactical and Strategical Plotting, Photographic Interpretation, and Action Data Automation. All officers with scientific qualifications must be available to assist with their knowledge in solving any scientific problem which may arise.

30. Ashore, Instructor Officers are appointed to the Naval Colleges, Juniors' Training Establishments, Adult Entry and Apprentice Training Establishments (including Royal Marines), Naval Air Stations and other establishments where theoretical instruction, basic education, adult education and meteorological requirements exist.

31. Administration posts in Headquarters and Commands are open to the more senior Instructor Officers, and occasional opportunities for advanced technical research exist. In addition, a number of Instructor Officers are appointed each year to undertake post-graduate courses at Universities to prepare them for specific high level appointments.

32. In any ship or shore establishment the senior Instructor Officer is responsible to the Commanding Officer for all the educational activities, including the furtherance of Adult Education. The senior officer appointed for meteorological duties will, however, be responsible for the meteorological organisation.

## PAY, RETIRED PAY, GRATUITIES, ETC.

33. All previous service on full pay in the Armed Forces given after age 21 counts in full for the award of retired pay, subject to the general rules in Section IV of the Retired Pay and Gratuities section of this Appendix.

34. Details of the full pay, retired pay, etc., of Instructor Officers are contained under those headings in the relevant sections of this Appendix.

*Officers Serving on 16-Year Pensionable Commissions and Permanent Commissions*

35. Officers serving on a Permanent Commission who are compulsorily retired at the age limit, officers completing a 16-Year Pensionable Commission, and officers serving on a 16-Year Pensionable Commission or a Permanent Commission who are invalided after not less than 10 years' qualifying service, will be eligible for retired pay and terminal grants on the same terms as other permanent officers. Officers who are invalided after less than 10 years' qualifying service will be eligible for gratuity on the permanent scale.

36. On voluntary retirement after transfer to a 16-Year Pensionable Commission or a Permanent Commission, an officer who has not qualified for retired pay may be paid a gratuity, provided that he has a minimum of 10 years' qualifying service, including not less than 5 years served after transfer from a Short Service Commission.

*Officers Serving on Short Service Commissions*

37. Officers who leave the Service at the end of their Short Service Commission(s), or at the optional break-point at 3 years, will be eligible for a tax-free gratuity at the short service rates of £200 for each year of service.

38. Short Service Officers transferred to 16-Year Pensionable Commissions or Permanent Commissions will not be eligible for gratuities in respect of their short service engagements. Any officer who has already received a gratuity in respect of such service will be required to refund it, either in a lump sum or in suitable instalments, as a condition of counting the service towards retired pay, terminal grant or gratuity on the permanent scale.

*Teachers' (Superannuation) Acts*

39. Officers whose period on a Short Service Commission is not treated as contributory service under the Teachers' (Superannuation) Acts will receive the full rate of gratuity. Those whose period

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on a Short Service Commission is treated as contributory service under the Teachers' (Superannuation) Acts will receive the full rate of gratuity less the amount of the employer's and employee's contribution under those Acts, which amount will be paid by the Ministry of Defence to the Department of Education and Science on their behalf. Similar arrangements will be made with the Scottish Education Department and the Ministry of Education for Northern Ireland.

40. Service as an Instructor Officer counts as teaching service in determining the incremental position of a teacher on the appropriate Burnham Scales, and as qualifying for purposes of the Teachers' (Superannuation) Acts. The position is similar for Scotland and Northern Ireland.

### UNIFORM

41. A cash grant for the provision of certain tailored items of uniform and a free issue of certain other items of clothing in accordance with an approved scale, are made, subject to certain conditions of refund in the event of failure to complete specified periods of service up to a maximum of 3 years. Officers who have already been provided with uniform and clothing in respect of previous service as an officer may receive modified grants according to the length of the break in service.

### MOBILITY

42. Instructor Officers must be prepared to serve in any part of the world.

### EMERGENCY LIST

43. Officers leaving the Service on completing a Short Service Commission will be placed on the Emergency List, and will be liable for service in war or emergency during the subsequent 4 years.

44. Officers retiring from a 16-Year Pensionable Commission or a Permanent Commission will be placed on the Retired List.

### RATING CANDIDATES

45. A small number of 16-year pensionable commissions will be available to selected ratings who obtain the required academic and professional teaching qualifications.

46. *Eligibility.* To be eligible for consideration ratings must:

(*a*) Have one of the following qualifications:
  (1) in Mechanical, Electrical, or Aeronautical Engineering either a Higher National Certificate or a Full Technological Certificate of the City and Guilds of London Institute; or
  (2) in general subjects, a minimum of two "A" level passes in the General Certificate of Education and evidence of subsequent study;

(*b*) have a pass in English Language at G.C.E. "O" level;

(*c*) be under 31, and in the last 12 months of a 9-year or 12-year engagement on 1st September of the year they enter College.

*N.B.*—No special facilities can be provided within the Service to enable ratings to obtain the required academic qualifications.

47. *Selection.* Ratings will be interviewed by the Director of the Naval Education Service in accordance with the normal procedure for the selection of officers for the Instructor Branch; and in addition must be accepted for training by one of the four Colleges of Technical Education which offer one year courses for mature students. These colleges are:

Bolton Training College, Chadwick Street, Bolton
Huddersfield Training College, Holly Bank Road, Huddersfield
Garnett College, Downshire House, Roehampton Lane, London, S.W.15.
Wolverhampton Technical Teachers College, Wulfruna Street, Wolverhampton.

48. *Conditions of Service.* The engagements of ratings selected by the Director of the Naval Education Service and accepted by one of the four Colleges, will be extended by periods up to one year until the end of the course. Tuition fees, but no other charges, will be paid by the Ministry of Defence, and ratings will receive normal pay and allowances during their college course.

49. On successful completion of the course, ratings will be commissioned in the rank of Instructor Sub-Lieutenant and awarded 16-year pensionable commissions in the Instructor Branch. A rating who does not complete the course successfully will be given the opportunity to re-engage as a rating, or be discharged from the service.

50. The first year's service as an Instructor Sub-Lieutenant will be probationary. At the end of this year officers will be promoted to Instructor Lieutenant; and after a further eight years in this rank, following the normal procedures, to the rank of Instructor Lieutenant Commander. Sixteen years after the date they are commissioned they will be placed on the Retired List, and will be eligible for a terminal grant and retired pay based on their total reckonable service including rating service counted from the age of 21. No proportion of ratings gratuity will be payable.

51. Officers will receive the normal pay of the Instructor Branch. Where appropriate, however, officers will retain their ratings' pay plus four shillings a day promotion increase on a marktime basis. All allowances will be paid at normal officer rates.

52. When placed on the Retired List, officers will be regarded as qualified teachers, and will be eligible for Burnham Scale increments in respect of their service in the Instructor Branch.

53. *Applications.* Applications must be submitted through normal service channels and should be made in January.

## MEDICAL OFFICERS

## REGULATIONS FOR ENTRY

**Surgeon Lieutenants, R.N., for Short Service**

1. Entry into the Naval Medical Service as Surgeon Lieutenant will in the first instance be on a Short Service basis and appointments will be made under the following regulations:—

QUALIFICATIONS

(*a*) To be registered under the Medical Act as qualified to practise Medicine and Surgery in Great Britain and Ireland.

(*b*) To be recommended by the Deans of their Schools. (This recommendation will be obtained by the Medical Director-General (Naval) and need not be obtained by the candidates.)

(*c*) To produce another Certificate of good character.

(*d*) Age: Candidates up to the age of 39 will be considered.

Candidates will be interviewed by a naval medical board. Candidates who have to travel long distances to reach the Ministry of Defence for interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

Second-class rail or bus fares incurred in travelling

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to interview and medical examination will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d.

*Visual and Dental Standards on Entry*

Both eyes to be healthy, the vision to be correctable to 6/6; 6/24 or to 6/12; 6/12 at least. The candidate should be able to read N.6 with either eye. There should be no history of asthenopia.

The refractive error should not exceed:

(1) 7 dioptres of hypermetropia or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye.

(2) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye.

The fields of vision should be full.

The minimum standard of Colour Perception is Standard III.

An alternating concomitant squint with small deviation (not abnormal cosmetically) is permitted, but vision must be capable of correction to 6/24 in the worse eye.

If binocular vision is present, heterophoria (Maddox rod at 6 metres) must not exceed:—

Eso- and Exophoria .. 7 prism dioptres
Hyperphoria .. .. 2 prism dioptres

Candidates who are accepted with a distant visual acuity of less than 6/60: 6/60 and whose vision does not correct up to 6/12 or better in either eye are to have this fact noted in their Medical history documents and are to be examined by a Naval Ophthalmic Specialist should they later apply for a Permanent Commission.

The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

*Nationality*

To be eligible candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Ministry of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division I).

### Pay and Allowances

2. The pay, allowances, retired pay, etc., of Medical Officers are contained in the appropriate sections of this Appendix.

3. In certain circumstances widows are eligible for pensions with allowances for children as provided in the appropriate sections of this Appendix.

### Uniform

4. Prior to joining, Officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary outfit of uniform is payable in addition to a free issue of certain articles of clothing, subject to conditions of refund in the event of an Officer failing to serve for certain prescribed periods from date of entry. Grants on this scale are not payable to Officers who have already received gratuities in respect of previous periods of Naval service as Officers. Such Officers may receive modified grants which will depend upon the length of break in service.

### Messing

5. Officers will be allowed the ordinary ship's rations when attached to ships in commission, but will have to pay about 2s. a day towards the maintenance of their Mess as Ward Room Officers.

### Conditions of Service

6. (*a*) Officers will normally be entered for a 3- or 5-year Short Service Commission as Surgeon Lieutenants and, subject to satisfactory service, promoted to Surgeon Lieutenant-Commander after five years.

(*b*) Those granted less than 5 years' ante-date of seniority will be promoted to Surgeon Lieutenant-Commander when the period of the ante-date added to their current service amounts to 5 years.

(*c*) Those granted an ante-date of 5 years or more will be appointed as Surgeon Lieutenant-Commander on entry.

(*d*) Tax-free gratuities of the following amounts may be awarded to officers entered on or after 1st May 1961 for Short Service Commissions of 3 or 5 years, on satisfactory completion of their engagements:—

3 years .. .. .. .. £1,500
5 years .. .. .. .. £3,000

7. Under the Regulations, Officers are required periodically and on cessation of medical charge to render a Journal of their practice, and certain other returns. Failure to comply with these Regulations on termination of the engagement may involve delay in payment of the above gratuities.

8. Officers must serve when and where required.

9. Officers are liable to immediate discharge for misconduct or if they are for any reason considered to be unsuitable for retention.

10. A course of instruction on Naval Regulations and Procedure, Tropical Diseases, Naval Hygiene, etc., is given to each Short Service Officer on entry.

11. Surgeon Lieutenants are to report through their Commanding Officer not later than 6 months before their Short Service is due to expire, whether they desire to be considered for transfer to the permanent list.

### Transfer to the Permanent List

12. Officers are transferred to the permanent list at the discretion of the Defence Council or Admiralty Board. In determining the number to be transferred consideration will be given by the Defence Council or Admiralty Board to the number of higher appointments available from time to time for Officers on the permanent list.

13. A Permanent Commission Grant will be paid to Medical Officers whose transfer to a Permanent Commission is approved, as follows:—

Medical Officers .. .. £1,500 (taxable)

(*a*) Payment of these Permanent Commission Grants will be made after the completion of 1 year's satisfactory commissioned service in the Medical Branch of the Royal Navy. If this has been performed before transfer to a Permanent Commission, payment of the grant will be made on the Permanent Commission being granted. The acceptance of a Permanent Commission implies an undertaking to serve until the normal retiring age. If, however, an Officer applies to resign or retire before the completion of his service and Service requirements allow him to be released, the Ministry of Defence reserve the right to require a refund of the whole or part of the Permanent Commission Grant.

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(*b*) Officers who transfer from a Short Service List to the Permanent List will not be entitled to a gratuity in respect of the completed portion of their Short Service Commission in addition to the Permanent Commission Grant. Any Officer who has completed his Short Service Commission and received a Short Service gratuity, and is granted a Permanent Commission in the Medical Branch of the Royal Navy, will have deducted from his Permanent Commission Grant the sum which he has received as a Short Service gratuity.

*Note.*—The retired pay of Officers who received the special £1,000 gratuity as a result of transfer to the Permanent List before 1st July, 1946, will be reduced at the rate of £4 10s. a year for each year or part of a year of service short of a total of 25 years, subject to a maximum deduction of £54 a year.

14. On transfer to the permanent service Surgeon Lieutenants must provide themselves with the complete outfit of uniform prescribed by the Regulations.

15. Promotion is made to rank of Surgeon Lieutenant-Commander on attaining 5 years' seniority as Surgeon Lieutenant. Promotion to rank of Surgeon Commander and above is by selection, subject to completion of such periods of service and sea service and subject to such other conditions as may be specified from time to time.

### Seniority

16. (*a*) Previous Service in the Armed Forces.—Previous commissioned service on the Active List in the Armed Forces as a Medical Officer will be allowed to count as commissioned medical service in full towards seniority, promotion and pay, whilst other previous commissioned service on the Active List in the Armed Forces will count as half for seniority, promotion and pay. All previous commissioned service in the Armed Forces from age 21, subject to there not being a break of more than 5 years before re-entry, will count in full for retired pay. In any case where there is a break of more than 5 years a Ministry of Defence decision should be sought.

(*b*) Recognised Medical experience after full registration in a hospital or civilian practice may render an Officer eligible for the grant of an ante-date of seniority up to a maximum of 7 years. The Medical Director-General (Naval) will decide as to the suitablity of the Officer's civilian experience for the purpose of granting an ante-date. Additional seniority so granted will count for increase of pay and promotion but will not reckon as service for retired pay or gratuity.

The basis of calculation will be:—

| | |
|---|---|
| First 4 years' approved experience .. | in full |
| Subsequent experience as a Specialist .. | in full |
| Other recognised experience .. .. | in half |

(*c*) Transfer to permanent list.—Any Officer who has, for recognised medical experience in a hospital or in civil practice, been given an ante-date of seniority during his Short Service Commission will transfer to the Permanent List with that seniority. Any Officer who has not been given such an ante-date of seniority but whose previous experience in a recognized hospital or civil practice might justify an ante-date, may apply for this to be taken into consideration in determining his seniority on transfer to the Permanent List.

### Emergency List

17. Officers leaving the Active List on completion of their Short Service engagements will be placed on an Emergency List, and will be liable for service in war or emergency during the subsequent 4 years.

### Medals and Prizes

18. Awards and prizes open to Naval Medical Officers are the Gilbert Blane Medal, Chadwick Naval Prize, and North Persian Forces Memorial Medal, the Parkes Memorial Prize and the Erroll-Eldridge Prize.

### Post-Graduate Instruction

19. Specialist Courses and Post-Graduate Courses of various duration are arranged at recognised civil teaching centres for Officers selected for specialist posts or as general revision courses.

20. Medical Officers selected for specialist duties are given ample opportunity to prepare for and take degrees and diplomas in their specialist subjects.

### Kitchener Medical Scholarships

21. Ex-holders of Kitchener Scholarships are entered into the Royal Navy for 5 years' short service. On completion of 5 years' full pay service they will be eligible to withdraw from the Royal Navy with tax-free gratuities calculated under the same terms as for other short service officers. Since the cost of Scholarships awarded to candidates who enter the Royal Navy is borne by Naval Funds such cost will be deducted from the withdrawal gratuity any balance of the cost in excess being waived.

22. Ex-Kitchener Scholars are eligible to apply for transfer to the Permanent List. The full cost of the Scholarship may be deducted, at the discretion of the Ministry of Defence from any withdrawal gratuity which may be payable to an ex-Scholarship holder who is transferred to the Permanent List and who fails to serve for 15 years in the Royal Navy.

23. Ex-Kitchener Scholars who transfer to the Permanent List will be eligible for the Permanent Commission Grant as set out in paragraph 13 above except that in their case the grant will be paid in two instalments of £750 (taxable). The first instalment will be paid on transfer, subject to at least 1 year's service having been completed, and the second instalment will be paid on the completion of 5 years' full pay service.

### Medical Cadetships and Pre-Registration Entry

24. The Royal Navy offers two methods of entry to men who wish to serve with its Medical Branch. The special feature of these schemes is that they offer to those not yet registered as doctors commissions with full naval pay, appropriate allowances, and financial assistance towards their studies.

25. Medical Cadetships are open to medical students who have obtained their second M.B. (or equivalent) but who have not yet qualified; pre-registration year commissions are available to doctors who have qualified and are about to take up their pre-registration appointments.

26. Both schemes lead to Short Service Commissions in the Medical Branch on registration. Opportunities will also exist to make a permanent career in the Royal Naval Medical Service, and holders of Short Service Commissions under these schemes will be able to apply for Permanent Commissions on completion of one year of their Short Service Commission.

27. Full details of these methods of entry may be obtained from the Medical Director-General (Naval), Ministry of Defence, Empress State Building, London, S.W.6.

## DENTAL OFFICERS REGULATIONS FOR ENTRY

### Surgeon Lieutenants (D), R.N., for Short Service

Entry into the Royal Naval Dental Service as Surgeon Lieutenant (D), R.N., in the first instance will be on a Short Service basis and appointments will be made under the following regulations:—

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### Qualifications

(*a*) Candidates must possess a Degree or Licence in Dental Surgery of a British University or Licensing Body, and must be registered under the Medical or Dentists Acts in force in the United Kingdom.

(*b*) They must be recommended by the Deans of their Schools. (This recommendation will be obtained by the Medical Director-General (Naval) and need not be obtained by the candidate.)

(*c*) They must produce another Certificate of good character.

(*d*) Age: Candidates up to the age of 32 will be considered, preference being given to those below 29 years.

Candidates will be interviewed by a naval medical board. Candidates who have to travel long distances to reach the Ministry of Defence for interview and are obliged to pay for accommodation (or for a sleeping berth on a train or ship) may be refunded reasonable expenses on evening meal, bed and breakfast up to a maximum of 35s. for each night necessarily spent away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

Second-class rail or bus fares incurred in travelling to interview and medical examination will be paid by the Ministry of Defence if they exceed the sum of 5s. 0d.

*Visual and Dental Standards on Entry*

Both eyes to be healthy, the vision to be correctable to 6/6; 6/24 or to 6/12; 6/12 at least. The candidate should be able to read N.6 with either eye. There should be no history of asthenopia.

The refractive error should not exceed:

(1) 7 dioptres of hypermetropia or of compound hypermetropic astigmatism under homatropine in the meridian of greater error in either eye.

(2) 7 dioptres of myopia or of compound myopic astigmatism under homatropine in the meridian of greater error in either eye.

The fields of vision should be full.

The minimum standard of Colour Perception is Standard III.

An alternating concomitant squint with small deviation (not abnormal cosmetically), is permitted, but vision must be capable of correction to 6/24 in the worse eye.

If binocular vision is present, heterophobia (Maddox rod at 6 metres) must not exceed:—

| | | |
|---|---|---|
| Eso- and Exophoria | .. | 7 prism dioptres |
| Hyperphoria | .. .. | 2 prism dioptres |

Candidates who are accepted with a distant visual acuity of less than 6/60: 6/60 and whose vision does not correct up to 6/12 or better in either eye are to have this fact noted in their Medical history documents and are to be examined by a Naval Ophthalmic Specialist should they later apply for a Permanent Commission.

The candidate's teeth must be in a healthy condition and adequate for the efficient mastication of food. Any defects must be remedied prior to entry. The wearing of artificial dentures, provided they are well-fitting, will not necessarily disqualify a candidate who is fit and suitable in every other respect.

*Nationality*

To be eligible, candidates must:

(*a*) at all times since birth have been a British subject or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Applicants not able to satisfy these conditions may in exceptional circumstances and with the special permission of the Ministry of Defence for the Royal Navy, be accepted. Such applicants, or their parents or guardians, are therefore advised to seek an early decision on eligibility from the Ministry of Defence (Naval Personnel Division 1).

### Pay and Allowances

2. The pay, allowances, retired pay, etc., of Naval Dental Officers are contained in the appropriate Sections of this Appendix.

3. In certain circumstances widows are eligible for pensions with allowances for children as provided in the appropriate sections of this Appendix.

### Uniform

4. Before joining, Officers will be required to provide themselves with a minimum of uniform, details of which will be supplied. A cash grant towards the provision of the necessary outfit of uniform is payable in addition to a free issue of certain articles of clothing, subject to conditions of refund in the event of an Officer failing to serve for certain prescribed periods from date of entry. Grants on this scale are not payable to Officers who have already received gratuities in respect of previous periods of Naval Service as Officers. Such Officers may receive modified grants which will depend upon the length of break in service.

### Messing

5. Ordinary ships' rations are allowed, but Officers generally contribute about 2s. a day towards the maintenance of the Ward Room Mess.

### Conditions of Service

6. (*a*) Officers will be entered for a period of 3 or 5 years, preference being given to candidates for the longer term.

(*b*) Officers will normally be entered as Surgeon Lieutenants (D) and promoted to Surgeon Lieutenant-Commander (D) after 5 years' service.

(*c*) Those granted less than 5 years' ante-date of seniority will be promoted to Surgeon Lieutenant-Commander (D) when the period of the ante-date added to their current service amounts to 5 years.

(*d*) Those granted an ante-date of 5 years or more will be appointed as Surgeon Lieutenant-Commander (D) on entry.

(*e*) Tax-free gratuities of the following amounts may be awarded to officers entered on or after 1st May, 1961, for Short Service commissions of 3 or 5 years, on satisfactory completion of their engagements:—

3 years—£1,500
5 years—£3,000

7. A course of instruction on Naval Regulations and procedure is given to each Short Service Officer on entry.

8. Officers must serve when and where required.

9. Officers are liable to immediate discharge for misconduct or if they are for any reason considered to be unsuitable for retention.

10. Officers desiring to transfer to the Permanent Service are to forward their application through the usual Service channels *not later than* 6 months before their Short Service is due to expire.

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### Transfer to Permanent List

11. Officers are transferred to the Permanent List at the discretion of the Defence Council or Admiralty Board and in determining the number to be transferred consideration will be given by the Defence Council or Admiralty Board to the number of higher appointments available from time to time for Officers on the Permanent List.

12. A Permanent Commission Grant will be paid to Dental Officers whose transfer to a Permanent Commission is approved, as follows:—

Dental Officers .. .. .. £1,500 (taxable)

(*a*) Payment of these Permanent Commission Grants will be made after the completion of 1 year's satisfactory commissioned service in the Dental Branch of the Royal Navy. If this has been performed before transfer to a Permanent Commission, payment of the grant will be made on the Permanent Commission being granted. The acceptance of a Permanent Commission implies an undertaking to serve until the normal retiring age. If however an Officer applies to resign or retire before the completion of his service and Service requirements allow him to be released, the Ministry of Defence reserve the right to require a refund of the whole or part of the Permanent Commission Grant.

(*b*) Officers who transfer from a Short Service List to the Permanent List will not be entitled to a gratuity in respect of the completed portion of their Short Service Commission in addition to the Permanent Commission Grant. Any Officer who has completed his Short Service Commission and received a Short Service gratuity and is granted a Permanent Commission in the Dental Branch of the Royal Navy, will have deducted from his Permanent Commission Grant the sum which he has received as a Short Service Gratuity.

13. On transfer to the Permanent List Surgeon Lieutenants (D) must provide themselves with the complete outfit of uniform prescribed by the Regulations.

14. Promotion is made to the rank of Surgeon Lieutenant-Commander (D) on attaining 5 years' seniority as Surgeon Lieutenant (D). Promotion to the rank of Surgeon Commander (D) and above is by selection, subject to completion of such periods of service and subject to such other conditions as may be specified from time to time.

### Seniority

15. (*a*) Previous Service on the Active List in the Armed Forces.—Previous commissioned service in the Armed Forces as a Dental Officer will be allowed to count as commissioned dental service in full towards seniority, promotion and pay, whilst other previous commissioned service on the Active List in the Armed Forces will count as half for seniority, promotion and pay. All previous commissioned service in the Armed Forces from age 21, subject to there not being a break of more than 5 years before re-entry, will count in full for retired pay. In any case where there is a break of more than 5 years a Ministry of Defence decision should be sought.

(*b*) Recognised dental experience after full registration in a hospital or civilian practice may render an Officer eligible for the grant of an ante-date of seniority up to a maximum of 7 years, the basis of calculation being:—

| | |
|---|---|
| First 4 years .. .. .. .. | in full |
| Subsequent experience as a Specialist .. | in full |
| Other recognised experience .. .. | in half |

The Medical Director-General (Naval) will decide as to the suitability of the Officer's civilian experience for the purpose of granting an ante-date. Additional seniority so granted will count for increase of pay and promotion but will not reckon as service: or retired pay or gratuity.

(*c*) Transfer to Permanent List.—Any Officer who has, for recognised dental experience in a hospital or in civil practice, been given an ante-date of seniority during his Short Service Commission will transfer to the Permanent List with that seniority. Any Officer who has not been given such an ante-date of seniority but whose previous experience in a recognised hospital or civil practice might justify an ante-date, may apply for this to be taken into consideration in determining his seniority on transfer to the Permanent List.

### Emergency List

16. Officers leaving the Active List on completion of their Short Service Engagements will be placed on an Emergency List, and will be liable for service in war or emergency during the subsequent 4 years.

### Post-Graduate Instruction Courses

17. Post-graduate courses are arranged at recognised civil teaching centres for Officers selected for specialised posts, or as general revision courses.

### Kitchener Dental Scholarships

18. Ex-holders of Kitchener Scholarships are entered into the Royal Navy for 5 years' short service. On completion of 5 years' full pay service they will be eligible to withdraw from the Royal Navy with tax-free gratuities calculated under the same terms as for other short service officers. Since the cost of Scholarships awarded to candidates who enter the Royal Navy is borne by Naval Funds such cost will be deducted from the withdrawal gratuity, any balance of the cost in excess being waived.

19. Ex-Kitchener Scholars are eligible to apply for transfer to the Permanent List. The full cost of the Scholarship may be deducted, at the discretion of the Ministry of Defence, from any withdrawal gratuity which may be payable to an ex-Scholarship holder who is transferred to the Permanent List and who fails to serve for 15 years in the Royal Navy.

20. Ex-Kitchener Scholars who transfer to the Permanent List will be eligible for the Permanent Commission Grant as set out in paragraph 13 above except that in their case the grant will be paid in two instalments of £750 (taxable). The first instalment will be paid on transfer, subject to at least one year's service having been completed, and the second instalment will be paid on the completion of 5 years' full pay service.

### Dental Cadetship

21. A limited number of Dental Cadetships are available to male dental students who have not more than seven terms of study remaining before the expected date of qualification; Cadetships are tenable for the last six, or any less number of terms of study before this date. Preference is given to unmarried students.

22. Cadets hold commissioned rank, with naval pay and allowances, and they receive financial assistance towards the cost of their studies. They enter the Royal Navy in the rank of Surgeon Sub-Lieutenant (D) and continue their studies in the normal way. There are no fixed age limits, but candidates are normally required to be no more than 25 years of age at the time of appointment to cadetships.

23. On qualifying, the Cadet will be promoted to Surgeon Lieutenant (D) and must undertake a 5-year Short Service Commission as a Dental Officer in the Royal Navy. The Cadet will also be required to register himself with the General Dental Council as a dental practitioner.

24. Full details of cadetships may be obtained from the Medical Director General (Naval), Ministry of Defence, Empress State Building, London, S.W.6.



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# ENTRY OF BOYS BETWEEN THE AGES OF 15 AND 15 YEARS 9 MONTHS AS JUNIOR (U) RATINGS

## GENERAL REGULATIONS

1. The entry of Junior ratings between the ages of 15 and 15 years 9 months in the Royal Navy is for Long Service.

The entry covers Seamen (who may be selected after entry for Radio Operator) and the Engineering, Electrical, Naval Air Mechanic, Naval Airman, Cook and Supply branches.

2. Candidates are provisionally entered by Regional Careers Staff Officers, Royal Navy and Royal Marines, at London, Birmingham, Bristol, Derby, Glasgow, Liverpool, Newcastle and Southampton. They are then sent on to H.M.S. *Ganges* for final entry.

3. Every candidate must satisfy the following conditions:—

(*a*) he must be of good character;

(*b*) he must be of robust frame, intelligent, of perfectly sound and healthy constitution, free from any physical defects or malformation, and not subject to fits.

(*c*) he must present himself for a simple entrance examination consisting of (i) a test of general knowledge; (ii) a mathematics test, mainly on elementary arithmetic; (iii) spelling; and (iv) an intelligence test.

(*d*) he must be within the prescribed age limits in force at the time. (*See* paragraph 1.)

This must be proved by the production of a certificate of birth.

(*e*) his height must reach the standard laid down from time to time.

(*f*) he must be willing to serve for 12 years from the date of entry, of which period the portion until his 27th birthday will be active service with the Royal Navy, followed by the residue of the 12 years' service in the Royal Fleet Reserve.

(*g*) every candidate for the Seaman Branch must obtain the written consent of his parent or guardian or nearest relative (on the form which can be obtained from a Careers Officer) to his entering the Navy and engaging to serve as a Seaman, or Radio Operator as may be required

(*h*) every candidate for entry in a technical or Supply and Secretariat Branch must obtain similar consent to his entering the Royal Navy.

4. Particulars can be obtained on application by letter or otherwise to the Officers referred to in paragraph 2.

5. A candidate must

(*a*) at all times since birth have been a British subject (i.e. a citizen of the United Kingdom and Colonies or of a Commonwealth country) or a citizen of the Irish Republic; and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents, both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Candidates not able to satisfy these conditions may, nevertheless, in exceptional circumstances and with the special permission of the Minister of Defence (Royal Navy) be accepted for entry.

# ENTRY AND TRAINING OF ARTIFICER APPRENTICES

METHOD OF SELECTION. Artificer Apprentices are selected by interview and aptitude test from candidates who qualify educationally in a written examination or who have been granted exemption from this examination on producing evidence that they have:

(*a*) obtained passes at the ordinary level in Mathematics and in a suitable science subject in a General Certificate of Education (including the Northern Ireland General Certificate of Education);

(*b*) obtained passes at the ordinary grade in Mathematics and in a suitable science subject in the Scottish Certificate of Education;

(*c*) obtained a pass in Mathematics and an aggregate pass in two of the three science subjects in the Northern Ireland Technical Certificate;

(*d*) obtained passes at Grade I in Mathematics and in a suitable science subject in the Certificate of Secondary Education;

(*e*) obtained a General Course of Engineering Certificate (G2);

or (*f*) passed any examination which in the opinion of the Ministry of Defence is of equivalent or higher standard.

(*Note: "Arithmetic" is not accepted as "Mathematics".*)

*Educational Examination.* Normally held locally on the second Tuesday in February, May and October. The question papers are the same for all candidates, and will be supplied to the Education Authority, Governing Body or Superintendent of the School or Establishment who arrange to hold the examination and notify the candidates of the arrangements.

The examination is completed in one day and consists of five papers as shown below:—

| | *Maximum Marks* | *Time Allowed* |
|---|---|---|
| Mathematics .. .. | 300 | 1½ hours |
| Science .. .. .. | 200 | 1 hour |
| Essay .. .. .. | 100 | ¾ hour |
| English (Comprehension Test) .. .. | 100 | ¾ hour |
| General Paper .. .. | 100 | 1 hour |

The mathematics and science papers are taken in the morning, and the remaining papers in the afternoon.

The worked papers are forwarded for marking to the Ministry of Defence (Director of Naval Education Service), immediately after the examination.

Failure in any particular examination will not render a candidate ineligible to compete again if otherwise eligible; nor will it render him ineligible for direct entry, should he subsequently gain exemption from the educational examination.

RECOMMENDATIONS. Boys who wish to try for an apprenticeship should apply for recommendation to one of the following authorities:

(1) Local Education Authorities in Great Britain and Northern Ireland.

(2) Youth Employment Committees of Local Education Authorities or of the Ministry of Labour.

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(3) The Governing Bodies or their representatives of other secondary type schools and training ships.

*Note.*—Boys who are not entitled to a recommendation from one of the above authorities may be accepted as candidates at the discretion of the Ministry of Defence.

Recommendation forms are supplied to local Education Authorities and Youth Employment Officers. Further copies are obtainable from the Director of Naval Careers Service or any R.N. and R.M. Careers Office.

Completed forms must reach Director, Naval Careers Service, Ministry of Defence, Old Admiralty Building, Whitehall, London, S.W.1, during the two months preceding the closing date for applications as indicated in the following table:—

(*a*) *Candidates for the Written Examination:*

| *Date of Entry into the Royal Navy* | *Date of Written Examination* | *Closing Date for Applications* |
|---|---|---|
| January | October | 15th September |
| May | February | 15th January |
| September | February | 15th January |

(*b*) *Candidates who are exempt from the Written Examination:*

| *Date of Entry into the Royal Navy* | *Closing Date for Applications* |
|---|---|
| January | 15th October |
| May | 15th February |
| September | 15th June |

AGE. Candidates must be between the ages of 15½ years and 17½ years on the 1st day of the month of entry, i.e., either January, May or September. The upper age limit may, however, be extended to 17 years 10 months on 1st day of month of entry for candidates who have completed a two-year course of further education and obtained G.C.E. "O" level passes at least in mathematics and a suitable science subject.

A rating already serving in the Royal Navy, who is within the prescribed age limits may become a candidate for an apprenticeship at the discretion of his Commanding Officer who, for the purposes of the foregoing instructions, will be regarded as a recommending authority.

NATIONALITY.

A candidate must:

(*a*) at all times since birth have been a British subject (i.e. a citizen of the United Kingdom and Colonies or of a Commonwealth country) or citizen of the Irish Republic, and

(*b*) have been born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic; and

(*c*) have parents both of whom were born in such a country or territory or in the Irish Republic and have always been, or always were, British subjects or citizens of the Irish Republic.

Candidates not able to satisfy these conditions may, nevertheless, in exceptional circumstances and with the special permission of the Minister of Defence (Royal Navy) be accepted for entry.

SELECTION PROCEDURE AND MEDICAL EXAMINATION. Candidates will have to satisfy the Selection Board that they will make good Artificer Apprentices. There will be practical tests designed to show the candidate's aptitude for craftsmanship.

A candidate who fails in the selection procedure may, provided he remains within the age limit, undergo one other test without the necessity of taking the educational examination again, provided he furnishes proof of having attended school continuously since passing that examination with mathematics and science included in his curriculum. (*Note:* this proviso may be waived if the second test is the one immediately following the one failed). Those who wish to avail themselves of this concession should apply by letter to the Director of Naval Careers Service. The application should be made by whichever closing date is appropriate of those stated for candidates who are exempt from the written examination.

Candidates will be examined by a Naval medical officer to ensure that they are in good health and, as far as can be ascertained, free from any defect that would render them unfit for the duties of Artificer. Details of the medical standard are set out below.

## MEDICAL STANDARD

Candidates must be in good health and of sound constitution, and be free, as far as can be ascertained, from any disease or defect that would unfit them for the duties of Artificer in the Royal Navy.

HEARING must be unimpaired.

VISION. Naval eyesight standard 6. Distant vision 6/60: 6/60. With glasses at least 6/12 in each eye or 6/6: 6/24. Near vision with glasses N.5 one eye, N.6 other eye. Hypermetropia limits as for Standard 3. Myopia limits: Age not exceeding 16—1.5 dioptres in meridian of greater error: Age 16–16½—2.0 dioptres in meridian of greater error: Age 16½ and over—3.0 dioptres in meridian of greater error. Binocular vision is required. Spectacles may be worn on duty.

TEETH must be in good condition and afford an efficient masticating area, including sound functionally opposed molars and incisors on both sides of the mouth. The wearing of dentures will not cause rejection provided they fit well.

HEIGHT. Candidates must be at least 5 feet in height.

All candidates must be willing to be vaccinated, re-vaccinated, and inoculated if necessary and to undergo such dental treatment as may be necessary. Parental consent to this must be produced.

PRELIMINARY MEDICAL EXAMINATION. To lessen the chances of subsequent disappointment, candidates are advised to present themselves for preliminary medical and dental examination at the nearest headquarters careers office and at some time before sitting for the educational examination. The preliminary medical examination would be free of charge, but intending candidates would be required to pay their own travelling expenses. It must be clearly understood that the preliminary medical examination is suggested as a guide to candidates and would not influence the final examination mentioned above. Application may, if necessary, be made to the Director of Naval Careers Service, Old Admiralty Building, London, S.W.1, for guidance as to the most convenient Careers office.

CONSENT OF PARENT ON ENTRY. A successful candidate must produce the consent, in writing, of his parent, guardian or nearest relative, to his entering the Navy and engaging to serve for 12 years (Continuous Service) from the age of 18 in addition to whatever period may be served before he attains that age.

A serving rating who is a successful candidate must similarly produce written consent to his transfer to Artificer Apprentice and to the change of engagement entailed.

## CANDIDATES WITH SERVICE CLAIMS

Candidates with Service claims will be selected for entry in preference to others of equal ability. An application for a Service nomination is not an application to be a candidate. This must be rendered separately by the appropriate authority. Candidates are recommended by Commanders-in-Chief at home and abroad, the Admiral Commanding Reserves, Flag Officers Commanding in Home Waters, and the Commandant General Royal Marines.

Candidates must be sons of Commissioned Officers, Chief Petty Officers or Petty Officers of the Royal Navy; Commissioned Officers or Non-Commissioned Officers, of or above the rank of Sergeant, of Royal Marines; Clerks, Draughtsmen, Inspectors and Foremen of the Artisan branches, or skilled Artisans not below the grade of Chargeman, of H.M. Dockyards. Service nominations are restricted to:—

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(*a*) boys whose fathers are dead;

(*b*) boys whose fathers have been invalided or who have, for some similar reason, strong claims to special consideration on compassionate grounds;

(*c*) boys whose fathers can show long and faithful service, or other sound reasons for consideration.

In allotting Service nominations under sub-heading (*a*), preference will be given to boys whose fathers have been killed in action, lost at sea on active service, or killed on duty; or have died of wounds in action or injuries received on duty, within 6 months from the date of such actions or injuries. Boys who are ineligible solely because their fathers were below the rank or grade specified in the paragraph above may be included in the recommendations for nomination if considered deserving and suitable candidates. Their names will, however, be considered after those of candidates whose fathers were of the necessary rank or grade.

Parents, if serving, should apply for a recommendation through the Commanding Officer of the ship or establishment in which they are serving, who will transmit the request to the appropriate authority. If not serving, parents should apply to the Commander-in-Chief at the nearest Home Port. Royal Marines, if not serving afloat, should apply to the Director of Drafting, Pay and Records, Royal Marines, Melvill Camp, Eastney, Southsea.

Recommendations by one of the authorities quoted above can be accepted at the Ministry of Defence at any time after the boy has attained the age of 14 years 9 months. The latest date for the receipt of recommendations is the closing date for the receipt of applications for the last examination for which the boy is eligible by age.

Candidates will be eligible for nomination to an apprenticeship in connection with any competition held after the receipt of the recommendation at the Ministry of Defence. If a candidate fails to qualify at the first attempt and competes on one or more further occasions, the original recommendation for a Service nomination holds good.

A brief note of the father's services and of the family circumstances must be given.

In exceptional circumstances officers and men holding the ranks or rates mentioned above may apply for a recommendation for boys to whom they stand in the position of guardian. Independent evidence that the boy has been brought up by his guardian for 5 years or more should be forwarded with the recommendation.

## THE TRAINING OF AN ARTIFICER

On entering the Navy the Artificer Apprentice joins H.M.S. *Fisgard*, the Royal Naval Artificers' Training Establishment at Torpoint, Cornwall. Here he lives and is educated free of charge in an establishment run on the lines of a good technical college. He is appointed to one of the Houses, each of which is named after a famous Admiral, and his work and recreational activities are directed by the House Tutor and House Officer.

The Apprentice spends two or three terms, which last 8 or 12 months, in H.M.S. *Fisgard*. During this time, he is trained in general craftsmanship, including woodwork, fitting, metal working and machining as appropriate. He is also taught the rudimentary principles of all types of machinery to be encountered in the Service.

The educational side of the training of Artificer Apprentices is along the broad lines of the Ordinary National Certificate and all apprentices also have opportunities to sit for General Certificate of Education examinations.

CATEGORY AND TRADE SELECTION. At the end of one term at H.M.S. *Fisgard* the Apprentice is asked which category he would like to join—Aircraft, Engine Room, Electrical, Control (Weapons) or Shipwright. It cannot be guaranteed that he will enter any particular category, but his wishes and his aptitude are carefully considered. During his last 4 months at H.M.S. *Fisgard* he starts on the specialized work of the category to which he has been allocated.

Within the Engine Room category, Apprentices specialise in either fitting or turning, but each is given a practical working knowledge of the other. Here again, consideration is given to the Apprentice's preference, but his aptitude and the demands of the Service will determine the final choice.

SPECIALIST COURSES. After leaving H.M.S. *Fisgard*, Aircraft Artificer Apprentices join H.M.S. *Condor*, the Royal Naval Artificers' Training Establishment at Arbroath, Scotland. Apprentices of the Radio Electrical and Control (Weapons) Categories join H.M.S. *Collingwood*, the Royal Naval Electrical School near Fareham, Hants. and then go to sea for the last year of their apprenticeship. Electrical (Air) and Radio Electrical Artificer Apprentices (Air) go to H.M.S. *Daedalus*, the Royal Naval Air Electrical School, Lee-on-Solent, Hants. Engine Room and Shipwright Aprentices go to H.M.S. *Caledonia*, the Royal Naval Artificers' Training Establishment at Rosyth on the Firth of Forth; these apprentices go to sea for the last 4 months of their apprenticeship.

After eight terms' training, Aircraft Artificer Apprentices spend one year at an air station gaining practical experience before returning to H.M.S. *Condor* for a further year's training.

Electrical Artificers (Air) and Radio Electrical Artificers (Air) do the same after nine terms' training but spend only eight months at an air station.

At these training establishments and in ships, apprentices receive both theoretical and practical instruction in the operation and upkeep of the machinery and other equipment of the kind for which they will later be responsible. There will, for instance, be lathe work, the taking to pieces and assembling of engines and pumps, aircraft and electrical components, in addition to lectures in which the function of these machines is explained.

At these specialist training establishments, academic work proceeds in parallel with the technical instruction for most of the time. The brighter apprentice should gain the Ordinary National Certificate in mechanical or electrical engineering or naval architecture according to Branch.

Throughout the apprenticeship great emphasis is put on the development of character and powers of leadership to fit the apprentices for the positions of responsibility which they will subsequently hold in the Service.

PASSING-OUT EXAMINATION. Naval Artificer Apprentices of each category have to pass an examination and a practical test set for their category, and provided they are successful they are rated Artificer 3rd Class on completion of their apprenticeship and go to sea.

Further details and pamphlets describing the entry may be obtained on application to the Director of Naval Careers Service, Old Admiralty Building, London, S.W.1, or at any R.N. and R.M. Careers Office.

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# ENTRY OF CIVILIAN CRAFT APPRENTICES

## EXTRACTS FROM THE REGULATIONS FOR THE ENTRY OF CRAFT APPRENTICES TO THE VARIOUS TRADES IN HER MAJESTY'S DOCKYARDS AND NAVAL ESTABLISHMENTS AT HOME.

1. Vacancies for appointments as craft apprentices to the various trades (including Shipwrights, Engine, Armament, Ship, Aircraft, Aircraft Electrical, M.T. and Electrical Fitters, Boilermakers, Coppersmiths, Founders, Joiners, Painters, Patternmakers, Plumbers, Mason/Bricklayer, Sailmakers, Smiths, Turners, Welders, Riveter/Iron Caulkers, etc.) in Her Majesty's Dockyards at Chatham, Portsmouth, Devonport, Rosyth, and, in certain trades only, at H.M. Naval Base, Portland, the R.N. Aircraft Yard, Fleetlands, Hants., the R.N. Aircraft Yard, Belfast, the R.N. Torpedo Factory, Alexandria, Dunbartonshire, and the Naval Armament Depots at Antrim (Northern Ireland), Trecwn, Beith and Milford Haven, the Naval Construction Research Establishment, Dunfermline, the Admiralty Compass Observatory (Slough), the Admiralty Gauge Factory (Sheffield), and occasionally in the Weapons Department Naval Ordnance Inspectorates at Woolwich, Belfast, Manchester, Birmingham and Glasgow are open to public competition, and written competitions in mathematics and English, known as the Dockyard and Aircraft Yard Mathematics and English Tests (DAYMET) for some of these appointments (see paragraph 2) will be held in March and June or July annually. The number of vacancies in the respective trades in each Dockyard and Naval Establishment will be fixed before each examination, but no undertaking is given that any apprenticeship will be offered for any of the above-named Dockyards or Naval Establishments, or in any trade.

2. Apprenticeships in certain Establishments may also be offered to boys who satisfy an interviewing board as to their suitability and who are able to perform satisfactorily an aptitude and intelligence test (*see* paragraph 13).

3. The lists of candidates are kept locally. Persons wishing to compete should apply to the Superintendent of the Establishment at which they would like to be considered for entry, for an application form. Care must be taken that the form, when filled up, is returned before the date given thereon. Forms received after the quoted date cannot be considered.

Candidates may not seek entry at more than one Establishment at the same time.

4. *Nationality and Age.*—A candidate will not be eligible for appointment as a craft apprentice unless:

(*a*) at all times since his birth he has been either a British subject or a citizen of the Irish Republic;

(*b*) he was born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic;

(*c*) each of his parents was born in a country or territory which is, or then was, within the Commonwealth or in the Irish Republic and is, or was at death, a British subject or a citizen of the Irish Republic and has or had been one or the other at all times from birth.

Exceptions to this rule may only be made with the authority of the Ministry of Defence (Navy Department).

Enquiries should be forwarded to the Ministry of Defence (Labour Division (Naval)), Bath.

Candidates must be not less than 15 nor more than 17 years of age on the following dates*:—

| | |
|---|---|
| March competitions | .. 1st May following |
| June/July competitions | .. 1st September following |

Evidence of age and character will not be required before the examination, but candidates successful in it will not be eligible for appointment unless they satisfy the Ministry on these points.

5. Every candidate entered must be in good health and of sound constitution, and be free, as far as can be ascertained, from any disease or defect that would unfit him for the duties of a tradesman. His hearing must be unimpaired; and the sight of both eyes must be sufficiently good for the performance of any work that may be required of him. He will be required to pass a medical examination.

Candidates will be required to reach the following eyesight standards:—

Distant Vision: Unaided vision 6/60:6/60, correctable with glasses to at least 6/12: 6/12, or 6/6:6/24.

Near Vision: With glasses N.5 one eye, N.6 other eye.

Colour Vision: Martin Lantern Test—Naval Eyesight Standard 3. When a Martin Lantern is not immediately available the Ishihara test will be used to confirm that a candidate is not below Colour Perception Standard Three. A candidate who reads all the plates correctly will be accepted. If he makes any mistakes he will be referred to the nearest Naval establishment holding a Martin Lantern for a confirmatory Martin Lantern test. Candidates will not be rejected on account of colour blindness, but colour blind candidates who wish to be electrical fitter apprentices should note that they will be restricted to certain work, and that this may affect their prospects of promotion.

Remarks: Refractive error limits.

(*a*) Hypermetropia.
Manifest hypermetropia present in each eye (without mydriatic) should not exceed 5.0 dioptres. Hypermetropic astigmatism is not to exceed 5.0 dioptres in the meridian of greater error.

(*b*) Myopia.
Myopia must not exceed 4.0 dioptres in meridian of greater error.
Fields of vision are to be full to confrontation test.
Binocular vision must be present.

Candidates should take their glasses with them when presenting themselves for examination.

Where doubt exists as to a candidate's visual fitness his case, with an ophthalmic specialist's report, will be referred to the Ministry of Defence for decision.

The medical examination of the successful candidates will be held as soon as possible after the result of the competition is known.

6. The Competitions will be held by the Ministry so far as circumstances permit, in or near H.M. Dockyards and Naval Establishments.

Where travelling expenses within the United Kingdom exceed 5s. the whole cost may be reclaimed. Travelling expenses should be calculated on the basis of the cost of second class rail or bus fares from the candidate's place of residence to the nearest examination centre.

A candidate will normally be expected to travel to his place of examination and interview and back on the same day if this is possible, but if he is obliged to pay for accommodation (or for a sleeping berth on a train or ship), the Ministry will refund reasonable expenses on evening meal, bed and breakfast up to a maximum of 33s. for each night necessarily spent

* Candidates whose fifteenth birthday anniversary falls on 1st May or 1st September will be eligible to compete at the appropriate examination, but not on the occasion when their seventeenth birthday so falls.

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away from home. A claim for this refund must be supported by a receipted bill or voucher for each night's accommodation. Apart from this, expenses on accommodation and meals cannot be refunded.

Any candidate requiring a form on which to claim refund of travelling expenses should apply to the Superintendent of the Establishment to which he is competing for entry.

Expenses incurred by candidates from outside the United Kingdom in travel to this country from abroad, cannot be paid by the Ministry of Defence.

## ENTRY OF CRAFT APPRENTICES BY DOCKYARD AND AIRCRAFT YARD MATHEMATICS AND ENGLISH TEST

7. *Details of DAYMET:—*

*DAYMET Question Papers.* A DAYMET examination comprises a Mathematics paper of 45 questions and an English paper of 64 questions. The questions are drawn from central batteries of carefully standardised questions and cover the work normally done by Secondary Modern schoolboys in the middle and lower streams. The question papers are divided in Sections as follows:—

*Mathematics*

*Section A*: 25 short questions (carrying one mark each) testing the manipulation of ordinary quantities by the first four rules of Arithmetic.
*Section B*: 15 simple problems (carrying 3 marks each) in arithmetic or mensuration.
*Section C*: 5 harder problems (carrying 6 marks each) testing higher mathematical ability.

*English*

*Section A*: 30 short questions (carrying one mark each) testing vocabulary and Grammar.
*Section B*: 30 short questions (carrying one mark each) testing Comprehension.
*Section C*: 4 longer questions (carrying 10 marks each) testing powers of Composition (including spelling).

The answers to questions in DAYMET are to be written in the space provided for them on the question sheet. For all Mathematics and most English questions only a short answer is required and the method of obtaining it need not be shown. Writing paper for the working of candidates is provided but this should not be submitted for marking.

*DAYMET Syllabuses*

(i) *Mathematics:—*
*Sections A and B:* Addition, Subtraction, Multiplication and Division of Numbers, Money, Length, Time, Weight, Capacity and other common units met in everyday life.
Simple manipulation of Vulgar Fractions and Decimal Fractions.
Highest Common Factor and Lowest Common Multiple.
Percentages.
Averages.
Proportion and Ratio.
The Metric System.
Mensuration:—
Area and perimeter of square, rectangle, right-angled triangle, circle.
Volume and surface area of rectangular solids, simple cylinder.
Simple Graphs.
*Section C*: The paper will include in this section a few questions designed to test the mathematical ability of the best candidates.

(ii) *English:—*
*Section A*: The meaning and use of common words and phrases.
The ordinary rules of elementary grammar and punctuation.
*Section B*: The comprehension of straightforward sentences and passages.
The whole of the answer to any question asked will be obtainable from the sentence or passage given.
*Section C*: Composition—the writing of brief original paragraphs, viz.:
A factual description of a familiar object.
A descriptive paragraph of a scene or occasion.
A personal or semi-official letter.
A short piece of imaginative prose or verse.
Marks in Section C will be awarded for content of ideas, style, spelling, punctuation, vocabulary and grammar.

Specimen papers are available on request from the Admirals Superintendent of the Home Dockyards.

*Results of Examination*

8. Candidates will be informed by letter of the result of their Examination.

Those candidates up to the required number who obtain the greatest number of marks in the examination will be eligible for appointment as craft apprentices, and, subject to requirements, they will be allowed to select their trades according to their position on the examination list.

9. Apprentices will be bound by deeds to serve for 5 years, and no candidate will be entered unless some relative or friend is able and willing to undertake the duty of the second party to the indenture for the support, etc., of the apprentice during his apprenticeship.

*Pay of Apprentices*

10. The current provincial weekly rates of pay are as follows:—

| | | |
|---|---|---|
| First year .. .. .. .. | 80s. | 9d. |
| Second year .. .. .. .. | 107s. | 8d. |
| Third year .. .. .. .. | 134s. | 6d. |
| Fourth year .. .. .. .. | 161s. | 5d. |
| Fifth year .. .. .. .. | 188s. | 4d. |
| Apprentices over 20: | | |
| Third year .. .. .. .. | 188s. | 4d. |
| Fourth year .. .. .. .. | 201s. | 9d. |
| Fifth year .. .. .. .. | 215s. | 3d. |

*Note.*—Founder apprentices are paid 7s. 0d. a week more than the basic rates paid to other apprentices. Patternmaker Apprentices are paid 1s. 0d. a week more than the above rates in the second year, 2s. 0d. in the third year, 3s. 0d. in the fourth year, and 4s. 0d. in the fifth year.

On completion of 5 years' apprenticeship, apprentices suitable for retention will be entered at the tradesman's rate.

11. Craft apprentices who are employed at a distance from their homes, and who are living in hostels or lodgings may be reimbursed the travel costs incurred in taking up their initial appointment, and are eligible for three free travel warrants (second class) a year; additional warrants may be granted in certain exceptional circumstances.

12. Maintenance allowance of up to 39s. 0d. weekly, according to wages received, is payable to apprentices, who, whether on first appointment or on subsequent transfer, are required for service reasons to take up duty at a place beyond reasonable daily travelling distance of their homes. The allowance ceases when the weekly wage exceeds 156s. 0d.

## ENTRY OF CRAFT APPRENTICES WITHOUT WRITTEN EXAMINATION

13. Craft apprenticeships will also be offered to boys within the stipulated age limits who satisfy an interviewing Board as to their suitability and are able to perform satisfactorily an intelligence and aptitude test. Notice of entry by interview will be given in the local Press from time to time, and candidates should address their applications to the Head of the Establishment at which they wish to be considered for entry. Boys accepted for apprenticeship by this means will be required to complete a period of 6 months' probationary service. On

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satisfactory completion of this service indentures will be signed, dated with the original date of their entry.

14. Selection of trades will be permitted so far as vacancies allow.

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*N.B.*—The details of the School Training of apprentices, and other particulars, are given in the Regulations which may be obtained on application to the Superintendent of one of Her Majesty's Dockyards (*see* paragraph 1), or Naval Establishments.

The foregoing relates primarily to craft apprenticeships in the shipbuilding and mechanical and electrical engineering departments of the Dockyards, but will also be adhered to as far as practicable in respect of apprentices in the Naval Armament Supply and Director General Aircraft (Naval) Departments. The regulations will be followed generally; but they are issued for information only and are subject to such modifications as the Admiralty Board may from time to time consider desirable.

## ENTRY OF CIVILIAN TECHNICIAN APPRENTICES

EXTRACTS FROM THE REGULATIONS FOR THE ENTRY OF TECHNICIAN APPRENTICES IN THE ROYAL DOCKYARDS AT HOME

1. The aim of the technician apprentice scheme is to train young men to serve as draughtsmen or technical officers in the Navy Department.

2. These apprenticeships provide a full course of practical and theoretical training of four or five years, depending upon the method of entry (see paragraph 14), with opportunities to specialise in naval architecture or in mechanical or electrical engineering. All apprentices who complete the course will be offered posts as established Draughtsmen or established Technical Officers Grade III with the Ministry of Defence (Navy Department).

3. The Technician Apprentice scheme is run in conjunction with the scheme for Craft Apprentices in the Navy Department. The latter are trained to become fully qualified craftsmen and have opportunities of promotion to Technician Apprentice.

4. Technician Apprentices who achieve a suitable standard in the O.2 stage of the Ordinary National Certificate will be considered for Cadetships and will receive training to honours degree standard.

5. Vacancies for boys only, for appointment as technician apprentices in the Royal Dockyards at Chatham, Devonport, Portsmouth and Rosyth are open to public competition. Written examinations for these appointments will normally be held in March of each year but candidates who possess certain educational qualifications may be exempted from these examinations.

6. The List of candidates are kept locally. Persons wishing to compete should apply for an application form to the Admiral Superintendant of the Dockyard at which they would like to be considered for entry. Care must be taken that the form when filled up is returned before the date given thereon. Forms received after the quoted date cannot be considered.

Candidates may not seek entry at more than one Establishment at the same time.

7. *Age and Character.* Candidates must be at least 16 and under 18 years of age on 1st September following the examination* Evidence of age and character will not be required before the examination, but successful candidates will not be eligible for appointment unless they satisfy the Navy Department on these points.

8. NATIONALITY

A candidate will not be eligible for appointment as a technician apprentice unless:—

(*a*) at all times since his birth he has been either a British subject or a citizen of the Irish Republic; and

(*b*) he was born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic; and

(*c*) each of his parents was born in a country or territory which is (or then was) within the Commonwealth or in the Irish Republic and is or was at death a British subject or a citizen of the Irish Republic and has or had been one or the other at all times from birth.

Exceptions to this rule may only be made with the authority of the Navy Department.

Enquiries on question of nationality should be forwarded to the Second Permanent Under-Secretary of State (Royal Navy), Ministry of Defence, Labour Division (Naval), Bath.

9. DETAILS OF EXAMINATION. WRITTEN EXAMINATION. This will be in two parts. Part I of the examination will be the Dockyard and Aircraft Yard Mathematics and English Test, as taken by Craft Apprentice candidates.

The subjects of Part II of the examination will be as follows:—

| | Maximum marks |
|---|---|
| Mathematics | 200 |
| Science | 200 |

See paragraph 23 for syllabuses (Unsuccessful candidates in the Part II Examination will be assessed on their Part I results and may be offered craft apprenticeships).

EXEMPTION FROM THE WRITTEN EXAMINATION. Candidates will be granted exemption from the written examination if by the date quoted on the application form, they produce evidence of having either:—

(*a*) obtained passes in at least four distinct subjects at Ordinary or a higher level in one or two of the following:—

General Certificate of Education of an Examining Board named at (i) below;
Northern Ireland General Certificate of Education or Senior Certificate;
Scottish Certificate of Education or Scottish Leaving Certificate of the Scottish Education Department;
Scottish Universities Preliminary Examination.

The passes must have been obtained in not more than two examinations* and must include mathematics, and physics or physics-with-chemistry, or mechanics, or engineering science, or science (building and engineering). Candidates who include a pass in English language (English in the case of Scottish certificates) will be preferred.

(i) *General Certificate of Education*

The examinations that will be accepted are those of the University of Cambridge Local Examinations Syndicate (including

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* Candidates whose sixteenth birthday falls on 1st September will be eligible to compete at the appropriate examination, but not on the occasion when their eighteenth birthday so falls.

* A candidate who has taken the examination on more than two occasions is eligible provided that the passes with which he qualifies under 1. above were obtained in not more than two sittings.

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the Oversea General Certificate of Education and passes at Credit or higher standard in the Oversea School Certificate and the West African School Certificate bearing the name of the Cambridge Local Examinations Syndicate), the University of Durham School Examinations Board, the University of London School Examinations Council, the Joint Matriculation Board (Universities of Manchester, Liverpool, Leeds, Sheffield and Birmingham), the Oxford Delegacy of Local Examinations, the Oxford and Cambridge Schools Examination Board, the Southern Universities' Joint Board for School Examinations, the Welsh Joint Education Committee (or the former Central Welsh Board), and the Associated Examining Board.

(ii) *Northern Ireland General Certificate or Senior Certificate*
A candidate who has obtained the necessary passes but who cannot produce certificates may forward instead a certified statement obtained from the Examination Office, Dundonald House, Upper Newtownards Road, Belfast 4.

(iii) *Scottish Certificate of Education, Scottish Leaving Certificates, and Scottish Universities Preliminary Examination.*
Candidates who do not fulfil the requirements of paragraph 2 above may in appropriate circumstances, offer instead a certificate of equivalent qualifications from the Scottish Education Department based on their results in the Scottish Certificate of Education, the Scottish Leaving Certificate, the Scottish Universities Preliminary Examination or in any two of these examinations.
Applications for certificates, including those which relate to performance in the Scottish Universities Preliminary Examination, should be made to the Secretary, Scottish Education Department, Examinations Branch, Government Buildings, Broomhouse Drive, Saughton, Edinburgh 11. Applications should quote the examination centre(s) attended and the ref. No. N/L 1544/65, or:—

(*b*) satisfactorily completed the General Engineering Course at an establishment for further education, and of having possession of a General Engineering Course Certificate awarded by one of the Regional Examining Unions or the City and Guilds of London Institute, with credit in Mathematics and in Engineering Science and a pass in Engineering Drawing.

In order not to exclude boys who are likely to gain the exempting qualifications in the year of entry, such applicants who submit a certificate from their Headmaster confirming this will be considered and may be called for interview. If, as a result of this, they are then accepted for entry, this will be on the condition that they can show, when requested, proof of having reached the required educational standards.

SELECTION. The Navy Department may invite to appear before the selection board a certain number, to be determined by the Navy Department, of those who obtain high marks in the written examination, together with those who appear, on the basis of their academic record, to be best qualified among those exempted from the written examination. Those to be interviewed will be notified in May.

The selection board will take into account each candidate's record, his performance in the written examination (or, if he was exempted from it, his academic qualifications), and his personal qualities as shown at the interview, and will recommend the candidates who are considered most suitable for appointment.

EXAMINATION ARRANGEMENTS. The written examination which is competitive, will be held in March from 1967 onwards in the Dockyards at Portsmouth, Devonport, Chatham and Rosyth. The final list of centres cannot be decided until it is known how many candidates are from each area, but supplementary centres at Navy Department establishments may be added upon the receipt of candidates' applications if the number in any particular area is sufficient to justify it, and if arrangements are practicable. It is usually possible to arrange for candidates who live outside daily travelling distance from the nearest centre, and who are still at school, to sit the examination at school.

INTERVIEW. The interviews will take place during May/June. They will probably be held in Chatham, Devonport, Portsmouth and Rosyth.

The purpose of the interview is to test those qualities which may not be revealed by written examination. The selection board will usually consist of three or more interviewers, who will question each candidate mainly on his own interests and experience. The board's object is to bring out the candidate's personal qualities and to take account of the range and depth of his interests and the use he has made of his opportunities. Thus the ground covered in the interview will be different for each candidate, and a definite syllabus cannot be laid down as for the written examination. Candidates will, however, be expected to have some knowledge of current affairs and matters of everyday interest. The interview should present no special difficulty to a boy of average intelligence who takes a normal interest in major topics of the day.

## 10. RESULTS OF THE COMPETITION

The names of the candidates recommended for appointment will be published in order of merit about the end of July. The published results may include names of candidates exempted from the written examination in anticipation of their obtaining the requisite academic qualifications; the entry of these candidates will be conditional upon production of evidence that they have in fact obtained these qualifications. The Ministry of Defence (Navy Department) will then make the usual enquiries about the age, nationality, health and character of the successful candidates, and when these enquiries have been satisfactorily completed, the date of entry to training will be arranged by the Navy Department. Normally candidates will be expected to start their training at the end of August.

*Travelling Expenses for Candidates from within the United Kingdom*

(*a*) Where travelling expenses within the United Kingdom exceed 5s. 0d. the whole of them may be refunded. Travelling expenses are to be calculated as not exceeding the second-class rail or bus fares from the candidate's ordinary place of residence to the nearest place of examination or interview.

(*b*) If a candidate is obliged to pay for over-night accommodation because the distance between his ordinary place of residence and the place of examination or interview is such that he cannot reasonably travel there and back in the same day, he may be refunded reasonable expenses for evening meal, and bed and breakfast up to the maximum of 33s. 0d. for each night spent away from home. Claims must be supported by a receipted bill or voucher for each night's accommodation.

Any candidate requiring a form on which to claim refund of travelling expenses should apply to the Superintendent of the Establishment to which he is competing for entry.

*Travelling Expenses for Candidates from outside the United Kingdom*

Expenses incurred in travel to this country from abroad cannot be paid by the Navy Department, but

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expenses within the United Kingdom may be refunded as explained above.

On the application form candidates are asked to say at which centre they wish to be examined, and are expected to choose the centre nearest to their normal place of residence, so as to keep travel costs to a minimum.

Orders for Admission will be posted to candidates telling them where and when to attend the examination or interview. To avoid any risk of delay in receiving the Order for Admission any change of address should be notified at once.

## 11. CANVASSING

Any attempt on the part of candidates to enlist support for their applications through Members of Parliament or other influential persons, except as referees to be named by them in their application forms, will disqualify them for appointment.

## 12. COMMONWEALTH IMMIGRANTS

Any Commonwealth citizen to whom the Commonwealth Immigration Act 1962 applies, and who has to come to the United Kingdom to take this competition, requires a Ministry of Labour Employment Voucher for entry into the United Kingdom, in addition to any Order for Admission to the Examination or invitation to interview issued by the Navy Department. Application for a Voucher should be made well in advance. (The Commonwealth Immigrants Act applies to any Commonwealth citizen, including a citizen of the United Kingdom and Colonies and a British protected person, other than a person born in the United Kingdom or holding a United Kingdom passport as distinct from a passport issued by a Governor of a Colony or on behalf of a Commonwealth Government.)

## 13. SECURITY

The Government have decided that no one may be employed in the Civil Service in connection with work the nature of which is vital to the security of the State if he is or has recently been a member of the British Communist Party or of a Fascist organisation; or if, in such a way as to raise legitimate doubts about his reliability, he is or has recently been sympathetic to Communism or Fascism, or associated with Communists or Fascists or their sympathisers, or is susceptible to Communist or Fascist pressure. Ministry of Defence (Navy Department) posts will not therefore be open to persons who are thought to fall within the above categories. In order to ensure the reliability of persons to be employed in secret work, special enquiries—known as vetting—are made. These entail completion by the person of a security questionnaire, and certain background enquiries.

## 14. TRAINING

During his apprenticeship, a Technician Apprentice is given general training that includes instruction in the use of tools and a knowledge of dockyard routines. After a short (4 weeks) induction course he is assigned to one of the three dockyard departments—constructive, mechanical engineering, electrical engineering—and in this assignment subject to Service requirements, attention is paid to his abilities and preferences. During the latter years the Technician Apprentice receives more specialised instruction in the work of the department or establishment to which he has been assigned and instruction in the drawing office. Technician Apprentices will be trained to reach a minimum standard of O.N.C. or an appropriate City and Guilds Technician Certificate (Part II).

Technician Apprentices are examined academically at the end of each year of their course. Any Technician Apprentice who does not qualify at the end of the first or second (or in exceptional cases the third) year is given the option of being discharged or of transferring to a more appropriate course either as a Technician Apprentice, or as a Craft Apprentice. If, however there is a special reason e.g. sickness, for a Technician Apprentice failing to reach an adequate standard, he may be allowed to repeat the year's course; normally only one such opportunity will be afforded. (Any Apprentice who leaves after a period or training, is given a certificate showing the nature of the training he has received).

Throughout the apprenticeship, boys will—see below—receive training in different aspects of Dockyard work. They will be examined at the end of each period of training to ensure that proper progress is being maintained. At the end of the apprenticeship the aggregate marks obtained in these examinations will used to help to determine whether or not an exapprentice will be assigned to the sphere of work (i.e. Drawing Office or Technical Class) of his preference.

All technician apprentices attend the Dockyard Technical College for about 16 hours a week. The detailed syllabuses used for practical training throughout the apprenticeship enable the technician apprentice to become a Draughtsman or Technical Grade III as soon as he finishes his apprenticeship. For those who enter:—

BY SUCCESS IN PARTS I AND II OF THE TECHNICIAN APPRENTICE WRITTEN ENTRY EXAMINATION THE APPRENTICESHIP WILL BE OF FIVE YEARS

The entry examination will carry a pass mark in each subject and an overall pass mark at a level which will indicate candidates who are of sufficient potential to complete the one-year City and Guilds General Engineering Course and go on to achieve O.N.C. or Part II Technician Certificates.

*Dockyard Technical College Training*

All these entrants will embark on the one-year City and Guilds General Engineering Course and, after examination at the end of the year, be selected for either an O.N.C. course or a Technician Certificate Course in accordance with the rules of the Department of Education and Science. The successful boy may achieve O.N.C. in three years from entry. or Technician Certificate Part II in four years. He may then continue to study for H.N.C. or the full Technician Certificate Part III.

*Practical Training*

*First Year.* Allocation to Department and Course at the end of the first month. General Group Training in the main trade (Shipwright, Engine Fitter or Electrical Fitter) of the selected Department. (Common Training will be given as far as may be practicable). Early selection is necessary because of the variation in syllabus of the Departments' Technician Courses.

*Second Year.* Group Training Centre: work adjusted to suit requirements of the Apprentice's particular course.

*Third to Fifth Years: 18 months.* Technical Training in the main trade of Department, in workshops and in ships: work adjusted as in Second Year.

*About 10 months'* Drawing Office training.

*About 8 months'* training in management subjects and techniques.

*For those who enter:—*

BY FOUR 'O' LEVEL G.C.E. OR 'G' COURSE ENTRY THE APPRENTICESHIP WILL BE OF FOUR YEARS

*Dockyard Technical College Training*

All apprentices will attend the Dockyard Technical Colleges for courses leading to an O.N.C. in Engineering or Naval Architecture, followed by courses leading to H.N.C. in Electrical Engineering, Mechanical Engineering and Naval Architecture.

*Practical Training*

*First Year.* Intensive group training in the main trade of the selected department (common training will be given as far as may be practicable). Early department selection, after one month, because of the variation in syllabus of each department's O.N.C. course.

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*Second to Fourth Years: 18 months.* Technical training in the selected trades, both in ships and in workshops to teach the technology behind the craft work, and knowledge of Dockyard work methods and naval equipment.
*About 10 months'* Drawing Office training.
*About 8 months'* training in management subjects and techniques.

15. PAY

The rates of weekly pay for technician apprentices are:—

| *Year* | *Under 20* £ s. d. | *Over 20* £ s. d. |
|---|---|---|
| 1st | 4 0 9 | — |
| 2nd | 5 7 8 | — |
| 3rd | 6 14 6 | 9 8 4 |
| 4th | 8 1 5 | 10 1 9 |
| 5th | 9 8 4 | 10 15 3 |

16. PROSPECTS (See also under TRAINING)

(*a*) EMPLOYMENT ON COMPLETION OF TRAINING. Qualified technician apprentices are offered permanent non-industrial appointments as Draughtsmen or as Technical Officers Grade III. Appointment in a permanent capacity to these posts is subject to the satisfactory outcome of the enquiries of the Civil Service Commissioners on health and other points.

Promotion to Leading Draughtsman or to Technical Class Grade II is by normal promotion procedure and without further written examination.

The national salary scales of the grades mentioned, and of the higher grades that may be attained, are, at time of printing, as follows:—

Draughtsmen

| | |
|---|---|
| Draughtsmen | £688 (age 21) rising to £1033 (age 28) then by 3 annual increments to £1134 |
| Leading Draughtsmen | £1134 rising to £1324 by 5 annual increments |
| Senior Draughtsmen | £1390 „ „ £1657 „ 5 „ „ |
| Chief Draughtsmen | £1721 „ „ £2079 „ 5 „ „ |
| Drawing Office Manager | £2084 „ „ £2341 „ 3 „ „ |

Technical Grades

| | |
|---|---|
| Grade III | £766 (age 20) rising to £945 (age 26) then by 6 annual increments to £1129 |
| Grade II | £1129 rising to £1288 by 4 annual increments |
| Grade I | £1288 „ „ £1586 „ 5 „ „ |
| Grade B | £1586 „ „ £1829 „ 4 „ „ |
| Grade A | £1629 „ „ £1995 „ 5 „ „ |

The national salary scales apply to officers employed in the provinces. Officers employed in London receive slightly higher salaries.

(*b*) SPECIAL TRAINING OPPORTUNITIES. Technician apprentices who achieve good results in the O.N.C. will be interviewed and a few may be selected for a course of study leading to G.C.E. 'A' levels in Pure Mathematics, Applied Mathematics, Physics, and 'O' level Chemistry (if not already passed). They will then compete for Royal Corps of Naval Constructors and Royal Naval Engineering Service Cadetships with school-leavers with similar qualifications. Those not granted cadetships will have qualified as technician apprentices and if they have obtained their 'A' level qualifications they will be well placed to apply for places in a University or College of Advanced Technology for a degree course.

The National salary scales of the grades mentioned and of the higher grades which may be attained are, at time of printing, as follows:—

Royal Corps of Naval Constructors

Probationary Assistant Constructor: £699 (age 17) rising to £1253
Assistant Constructor: £1303 (age 23) rising to £1916.
Constructor: £2272 to £3199
Chief Constructor: £3300 to £3800
Assistant Director: £3975 to £4415

Royal Naval Engineering Service

Probationary Assistant Mechanical/Electrical Engineer: £683 (age 17) rising to £1151
Assistant Mechanical/Electrical Engineer: £1033 (age 23) rising to £1741
Senior Assistant Mechanical/Electrical Engineer: £1662 to £1840
Mechanical/Electrical Engineer: £1859 to £2601
Superintending Mechanical/Electrical Engineer: £2732 to £3450
Assistant Director: £3730 to £4300

The national salary scales apply to officers employed in the provinces. Officers employed in London receive slightly higher salaries.

17. NOTES ON PHYSICAL REQUIREMENTS

A candidate appointed to a technician apprenticeship must be in good health and of sound constitution, and be free, as far as can be ascertained, from any disease or defect that would render him unfit for permanent appointment in the Civil Service. His hearing must be unimpaired, and the sight of both eyes must be sufficiently good for the performance of any duties that may be required of him. He will be required to pass a medical examination.

Candidates whose vision can be corrected to normal (6/6) by glasses will not be rejected on the ground of defective eyesight, but such candidates should bring their glasses to the medical examination.

The medical examination of recommended candidates will take place as soon as possible after the Selection Board's recommendations are made known. The fee for medical examination will be paid by the Ministry of Defence (Navy Department).

Technician apprentices who transfer to a craft apprenticeship will be re-examined to the medical standard required of craft apprentices, and such apprentices may have to be discharged if they do not attain this standard.

18. DEEDS

Technician apprentices are bound by deeds to serve for four or five years as appropriate, and no successful candidate is employed unless some relative or friend is willing to undertake the duty of the second party to the deed for the support of the apprentice during his apprenticeship. The Deed apprentices him to a craft in the department to which he is attached. (One advantage of signing a craft deed is that a technician apprentice who does not pass an annual examination is able, if he wishes, to continue as a craft apprentice and in due course gain promotion to the drawing office or technical classes)

19. HOURS

Technician apprentices work a five-day week of 40 hours.

20. ACCOMMODATION

Dockyard Industrial Welfare Officers will, if requested, be glad to help new entrants posted away from home to find suitable accommodation. At

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Rosyth there is a Ministry of Defence (Navy Department) Apprentice Hostel; if possible, places will be found in this hostel for new entrants posted to Rosyth Dockyard.

An allowance towards lodging expenses, decreasing as weekly pay increases, is paid to technician apprentices who have to live away from home. At the starting pay of £4. 0s. 9d. a week, the allowance is 39s. 0d. a week; it decreases to 12s. 0d. a week when weekly pay is £6 14s. 6d.

21. TRAVEL CONCESSIONS

Technician apprentices who are employed at a distance from their homes and who are living in hostels or lodgings may be reimbursed the travel costs received in taking up their initial appointment, and are eligible for three free travel warrants (second class) a year. Additional warrants may be granted in certain circumstances.

22. LEAVE AND SICK LEAVE

The annual leave allowed to technician apprentices is two weeks, in addition to six bank holidays and two and a half special closed days.

Sick leave may be allowed on full pay, less any National Insurance benefit, received up to a maximum of 13 weeks in any period of 12 months.

23. SYLLABUS OF THE WRITTEN EXAMINATION

PART I DOCKYARD AND AIRCRAFT YARD MATHEMATICS AND ENGLISH TEST

*DAYMET Question Papers*

1. A DAYMET examination comprises a Mathematics paper of 45 questions and an English paper of 64 questions. The questions are drawn from central batteries of carefully standardised questions and cover the work normally done by Secondary Modern schoolboys on the middle and lower streams. The question papers are divided into Sections as follows:—

*Mathematics*

*Section A*: 25 short questions (carrying one mark each) testing the manipulation of ordinary quantities by the first four rules of Arithmetic.
*Section B*: 15 simple problems (carrying 3 marks each) in arithmetic or mensuration.
*Section C*: 5 harder problems (carrying 6 marks each) testing higher mathematical ability.

*English*

*Section A*: 30 short questions (carrying one mark each) testing Vocabulary and Grammar.
*Section B*: 30 short questions (carrying one mark each) testing Comprehension.
*Section C*: 4 longer questions (carrying 10 marks each) testing powers of Composition (including spelling).

The answers to questions in DAYMET are to be written in the space provided for them on the question sheet. For all Mathematics and most English questions only a short answer is required and the method of obtaining it need not been shown. Writing paper for the working of candidates is provided but this should not be submitted for marking.

*DAYMET Syllabuses*

(*a*) *Mathematics*

*Sections A and B*

Addition, Subtraction, Multiplication and Division of Numbers, Money, Length, Time Weight, Capacity and other common units met in everday life.
Simple manipulation of Vulgar Fractions and Decimal Fractions.
Highest Common Factor and Lowest Common Multiple.
Percentages.
Averages.
Proportion and Ratio.
The Metric System.
Mensuration:—
Area and perimeter of square, rectangle, right-angled triangle, circle.
Volume and surface area of rectangular solids, simple cylinder.
Simple Graphs.

*Section C*: The paper will include in this section a few questions designed to test the mathematical ability of the best candidates.

(*b*) *English*

*Section A*

The meaning and use of common words and phrases.
The ordinary rules of elementary grammar and punctuation.

*Section B*

The comprehension of straightforward sentences and passages.
The whole of the answer to any questions asked will be obtainable from the sentence or passage given.

*Section C*

Composition—the writing of brief original paragraphs, viz:—
A factual description of a familiar object.
A descriptive paragraph of a scene or occasion.
A personal or semi-official letter.
A short piece of imaginative prose or verse.
Marks in Section C will be awarded for content of ideas, style, spelling, punctuation, vocabulary and grammar.

PART II (1) MATHEMATICS (ONE TWO-HOUR PAPER)

Arithmetical calculations. Vulgar and decimal fractions. Knowledge and use of the tables required both in the imperial and metric systems for the measurement of length, area, volume, capacity, weight and time. Averages, ratio, proportion, percentages.

Construction of a formula expressing a functional relation or the generalisation of an arithmetical result. Interpretation, evaluation, and easy manipulation of a formula. Easy factors (including the factors of quadratic expressions). Simple algebraic fractions. Simple equations, quadratic equations, and linear simultaneous equations in two variables. Use of indices. Use of logarithms. Graphs from statistical data.

The properties of the following:—Angles at a point Parallel lines. Interior and exterior angles of a triangle. Angle-sum of a polygon. Congruent triangles. Isosceles, equilateral, and right-angled triangles (including the theorem of Pythagoras, its converse, and its extensions). Parallelograms, rectangles, squares, rhombuses, and trapezia (including area properties). Circles (including angle and chord properties). Tangents to a circle. Similar triangles.

The following ruler and compasses construction and simple loci depending on them:—Bisection of angles and straight lines. Construction of perpendiculars to a given line. Construction of an angle equal to a given angle. Construction of angles of 60, 45, and 30 degrees. Construction of triangles, quadrilaterals, and circles from simple data (including the inscribed, escribed and circumscribed circles of a triangle). Division of a straight line into a given number of equal parts or in a given ratio. Construction of a triangle equal in area to a given quadrilateral and of a square equal in area to a given rectangle. Construction of tangents to a circle from an external point. Construction of a segment of a circle to contain a given angle.

The simplest properties (including the mensuration) of the cube, rectangular block, right prism, tetrahedron, pyramid, right circular cylinder, right circular cone, and sphere.

Proofs of the properties and constructions mentioned above will not be expected, but proofs of geometrical riders and constructions depending on these properties may be asked for.

The sine, cosine, and tangent of an acute angle.

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Solution of triangles by division into right-angled triangles. Simple application to height and distance problems involving the solution of right-angled triangles by the use of trigonometrical tables.

(2) SCIENCE (ONE TWO-HOUR PAPER)

*Mechanics*

Elementary study of the simple pendulum. Density and specific gravity; the flotation of bodies in liquid and in air; the principle of Archimedes. Atmospheric pressure; simple mercury and aneroid barometers; pumps. Boyle's Law.

Force, weight, the spring balance. The triangle and parallelogram of forces. Moments; centre of gravity. Levers, pulleys, inclined plane. Work and its measurement. Simple treatment of mechanical advantage, velocity ratio, efficiency, and the effect of friction. Velocity and uniform acceleration. Accelerating force. Potential energy; kinetic energy.

*Heat, Light and Sound*

Heat as a form of energy; transformation and conservation of energy. Thermal expansion of solids, liquids, and gases treated qualitatively; Charles's Law. Thermometers. Units of heat; specific heat. Change of state; melting point; boiling point; latent heat. Convection, conduction, and radiation.

Propagation of light; shadows and eclipses. Reflection of light at plane surfaces. Qualitative treatment of refraction; refraction by a prism; the use of prisms. Formation of the spectrum from white light. Colour. The uses of, and simple experiments with, convex and concave mirrors and lenses; determination of the position and size of an image by graphical methods. The eye simply explained.

Sound, production and transmission. Speed of sound. Echoes. The ear simply explained.

*Magnetism and Electricity*

Elementary properties of magnets; the mapping of magnetic fields; the earth as a magnet. Simple voltaic cell; Leclanche and Daniell cells. The ampere, the coulomb; potential difference, electromotive force, the volt; the watt, kilowatt, and kilowatt hour. The chemical effect of an electric current. The magnetic effect of an electric current. Electro-magnets, application in electric bells and telephones. Ohm's Law, resistance. The heating effect of an electric current. The use of switches and fuses. The simpler phenomena of electro-magnetic induction; the principle of the dynamo, motor, and transformer.

*Chemistry*

Physical and chemical changes. Elements, mixtures, and compounds. Atoms and molecules. Symbols, formulae, and equations.

Soluble and insoluble substances. Determination of the solubility of solids in water. Methods of separating substances by filtration, solution and crystallisation, distillation.

The air and its main constituents. Air and oxygen in relation to burning, rusting, and respiration. The preparation and properties of oxygen. Oxidation and reduction. General properties of acids, bases and salts.

The physical and chemical properties of water. The preparation of hydrogen from water and from acids. The properties of hydrogen. The preparation and properties of carbon dioxide. Carbonates and bicarbonates. Hardness of water, the softening of hard water. Carbon, carbon monoxide, the production of coal-gas. The oxygen, nitrogen, and carbon cycles in nature.

SAMPLE QUESTION PAPERS

Sample question papers of both Part I (DAYMET) and Part II are available from the Admirals Superintendent of the four Home Dockyards.

24. The details of the School Training of Apprentices, and other particulars, are given in the Regulations which may be obtained on application to the Admiral Superintendent of one of Her Majesty's Dockyards.

25. The regulations will be followed generally, but they are issued for information only and are subject to such modifications as the Admiralty Board may from time to time consider desirable.

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## REGULATIONS FOR THE ENTRY OF NURSING SISTERS

Entry into Queen Alexandra's Royal Naval Nursing Service as Nursing Sister will in the first instance be on a Short Service basis, and appointments will be made under the following regulations:

*Qualifications*

1. Must be a State Registered Nurse under the Nurse's Registration Act, 1957.
2. To produce certificates of training for at least 3 years at a large civil hospital and have at least 1 year's hospital experience since qualifying.
3. To be single or a widow without children.
4. Candidates will be required to attend at the Ministry of Defence for interview and medical examination.
5. Candidates must be British subjects and the daughters of British subjects. In doubtful cases the burden of clear proof will rest upon the candidates who, if they are in any doubt, should seek the opinion of the Ministry of Defence at the earliest opportunity.

*Pay and Allowances*

6. The pay and allowances, etc., of Nursing Officers are contained in the appropriate sections of this Appendix.

*Leave*

7. A maximum of 36 days leave is allowed annually in addition to Public Holidays and three free return railway journeys are permitted for leave purposes. Reduced fares are available for additional journeys.

*Uniform*

8. Each Nursing Officer will be provided with uniform or an allowance in lieu on joining. The upkeep of uniform will be at the Nursing Officer's own expense. Nursing Officers who fail to serve for 3 years from date of entry will be liable, at Ministry of Defence discretion, to refund a portion or whole of the initial cost of the uniform.

*Messing*

9. Nursing Officers will be messed, but will be liable to pay up to 2s. a day towards the maintenance of their Mess; apart from this no charge is made for board and lodging.

*Conditions of Service*

10. Successful candidates will be appointed as Nursing Sisters for a period of 4 years Short Service, which may be changed to 6 years or 8 years. Nursing Sisters who desire to extend their service will be required to sign fresh agreements in substitution for their existing engagements of four or six years, as the case may be. On leaving the Service at the end of the Short Service engagement, they will be eligible for a gratuity of £680 after four years, £1,020 after six years and £1,360 after eight years.
11. To serve wherever required, and to do any type of Nursing.
12. To be liable to immediate discharge for misconduct or if for any reason considered by the Defence Council or Admiralty Board to be unsuitable for retention. Nursing Officers will be required to resign on marriage.

*Counting of Civil Hospital Time*

13. An ante-date of seniority may be allowed on entry to those who held suitable appointments in civil hospitals, or have undergone other special experience in their profession prior to entry into the Service. Such time will count for seniority for eligibility for increased pay and for promotion to Senior Nursing Sister. The suitability of appointments to count for ante-date of seniority will be decided by the Medical Director-General (Naval).

*Transfer to the Permanent List*

14. Nursing Officers are transferred to the Permanent List at the discretion of the Defence Council or Admiralty Board, and in determining the number to be transferred regard will be paid to the number of higher appointments available from time to time for officers on the Permanent List.
15. Promotion is made to Senior Nursing Sister on attaining 4 years' seniority as a Nursing Sister and to Superintending Sister on attaining 8 years' seniority as a Senior Nursing Sister. Promotion to higher ranks will be by selection.

**QUEEN ALEXANDRA'S ROYAL NAVAL NURSING SERVICE RESERVE**

Full details of conditions of service and enrolment of Reserve Nursing Sisters can be obtained on application to the Medical Director-General (Naval).

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# HONOURS AND DECORATIONS FOR WHICH THE ROYAL NAVY AND ROYAL MARINES ARE ELIGIBLE

## THE VICTORIA CROSS

The Victoria Cross may be awarded to Officers and Men of the Royal Navy, or of the Royal Marines, for "most conspicuous bravery or some daring or pre-eminent act of valour or self-sacrifice or extreme devotion to duty in the presence of the enemy on land or at sea".

The Victoria Cross may be awarded posthumously. It carries with it the right to use the initials V.C. after the surname.

Officers and Men of the Royal Navy and of the Royal Marines are awarded concurrently with the award of the decoration an annuity of £100.

The Balance of £50, if that amount has not been paid during life-time will be credited to the estate of a recipient of the Victoria Cross. The full amount of £50 will be credited when an award is made posthumously.

* Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who have been awarded the Victoria Cross are eligible, in addition to the annuity, for the award of 6d. a day (£9 2s. a year) addition to pension.

## THE GEORGE CROSS

The George Cross may be awarded to Officers and Men of the Royal Navy or of the Royal Marines, for outstanding gallantry and devotion to duty, whether on land or at sea, not in the presence of the enemy, or for "extreme or heroic daring" in saving life at sea or on land.

The George Cross, which may be awarded posthumously, has now taken the place of the Medal of the Order of the British Empire, for Gallantry, and the Albert Medals in Gold.

The George Cross carries with it the right to use the initials G.C. after the surname.

Officers and Men of the Royal Navy and Royal Marines who hold the George Cross are awarded an annuity of £100.

† Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who have been awarded the George Cross are eligible, in addition to the annuity, for the award of 6d. a day addition to pension.

## APPOINTMENT AS COMPANIONS OF THE MILITARY DIVISION OF THE MOST HONOURABLE ORDER OF THE BATH

Officers of the Royal Navy of, or above, the rank of Commander and of equivalent ranks in the Royal Marines may be appointed Companions of the Military Division of the Most Honourable Order of the Bath.

## APPOINTMENTS TO THE ORDER OF THE BRITISH EMPIRE

Officers of the Royal Navy or Royal Marines and members of the officially recognised Nursing Services may be appointed to the appropriate class of the Military Division of the Most Excellent Order of the British Empire, for gallantry or distinguished conduct not in the face of the enemy at sea or on shore, or for long and meritorious service over a period, either ashore, or afloat. Appointment to the Order may be made exceptionally for Services in action against the enemy.

## APPOINTMENTS TO THE DISTINGUISHED SERVICE ORDER

Officers of the Royal Navy or of the Royal Marines may, in time of war, be appointed Companions of the Distinguished Service Order for gallantry or devotion to duty in the presence of the enemy on land or at sea, which, though it may not be deemed to merit the Victoria Cross, is yet of a very high order.

## APPOINTMENTS TO THE ROYAL RED CROSS

Fully trained Nurses who are members of the officially recognised Nursing Services or have voluntarily undertaken nursing duties may be appointed to the First Class (Members) of the Royal Red Cross for exceptional devotion and competency over a long period in carrying out actual nursing duties in Naval or Auxiliary War Hospitals or for very exceptional acts of bravery and devotion while on duty. Such appointments carry with them the right to use the initials R.R.C. after the surname.

Fully trained Nurses, or Assistant Nurses, Probationers or Nursing Members of a Voluntary Aid Detachment who belong to one of the officially recognised Nursing Services, or have voluntarily undertaken nursing duties may be appointed to the Second Class (Associates) of the Royal Red Cross for exceptional devotion and competency over a long period, or for exceptional bravery and devotion while on duty. Such appointments carry with them the right to use the initials A.R.R.C. after the surname.

## THE DISTINGUISHED SERVICE CROSS

The Distinguished Service Cross may in time of war be awarded to Officers of the Royal Navy of the rank of Commander and below and of equivalent ranks in the Royal Marines for meritorious or distinguished services before the enemy which may not be deemed to warrant the appointment of such officers to the Distinguished Service Order. Officers of the Royal Air Force serving at sea or with the Fleet, and Officers and Warrant Officers of the Army when serving in defensively equipped Merchant Ships may be awarded the Distinguished Service Cross.

It carries with it the right to use the letters D.S.C. after the surname.

## THE ALBERT MEDAL

The Albert Medal for gallantry in saving life at sea.

The Albert Medal for gallantry in saving life on land.

The Albert Medal may be awarded posthumously to Officers and Men of the Royal Navy and Royal Marines for gallantry in saving life at sea or on land in cases where the rescuer would have been awarded the George Medal had he survived.

The Albert Medal carries the right to have the initials A.M. put after the surname.

(See George Medal, paragraph 11 below.)

## THE CONSPICUOUS GALLANTRY MEDAL

The Conspicuous Gallantry Medal may be awarded to Chief Petty Officers, Petty Officers and Men of the Royal Navy and to Non-Commissioned Officers and Men of the Royal Marines for acts of conspicuous gallantry in action against the enemy. Non-Commissioned Officers and Men of the Royal Air Force serving at sea or with the Fleet and Non-Commissioned Officers and Men of the Army serving in defensively equipped Merchant Ships may be awarded the Conspicuous Gallantry Medal.

* Applies only to awards in respect of service since 3rd September, 1939. New pension additions payable from 1/10/44.

† Payable from 1/4/65 or date of commencement of pension, whichever is later.

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The Conspicuous Gallantry Medal carries with it the right to use the initials C.G.M. after the surname.

* Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who are awarded this medal may be granted 6d. a day (£9 2s. a year) addition to pension, or a gratuity of £20 on discharge without pension, transfer to Reserve, or appointment to a Commission.

For each Bar an additional gratuity of £20.

### THE DISTINGUISHED SERVICE MEDAL

The Distinguished Service Medal may be awarded to Chief Petty Officers, Petty Officers and Men of the Royal Navy or to Non-Commissioned Officers and Men of the Royal Marines for bravery and resource in action against the enemy, which is not of so high an order as to merit the award of the Conspicuous Gallantry Medal. Non-Commissioned Officers and Men of the Royal Air Force serving at sea or with the Fleet, and Non-Commissioned Officers and men of the Army serving in defensively equipped Merchant Ships may be awarded the Distinguished Service Medal.

It carries with it the right to use the initials D.S.M. after the surname.

* Chief Petty Officers, Petty Officers and Men of the Royal Navy and Non-Commissioned Officers and Men of the Royal Marines who have been awarded this medal are eligible for the award of 6d. a day (£9 2s. a year) addition to pension, or a gratuity of £20 on discharge without pension, transfer to Reserve, or appointment to a Commission.

For each Bar an additional gratuity of £20.

### THE GEORGE MEDAL

The George Medal may be awarded to Officers and Men of the Royal Navy and Royal Marines for brave conduct on land or at sea or in the air not in the presence of the enemy, or for gallantry in saving life where the services are not so outstanding as to merit the award of the George Cross.

It carries with it the right to the use of the initials G.M. after the surname.

### THE BRITISH EMPIRE MEDAL

The British Empire Medal (Military Division) may be awarded to Chief Petty Officers, Petty Officers and Men of the Royal Navy or to Non-Commissioned Officers and Men of the Royal Marines, or to Nursing Members of a Voluntary Aid Detachment who belong to one of the officially recognised Nursing Services, or have voluntarily undertaken Nursing Duties, for gallantry and distinguished conduct not in the face of the enemy, whether on shore or at sea, or for meritorious service over a period either ashore or afloat. The Medal may be awarded exceptionally for services in action against the enemy.

It carries with it the right to the use of the initials B.E.M. after the surname.

### MILITARY CROSS – DISTINGUISHED CONDUCT MEDAL – MILITARY MEDAL

Officers of the Royal Marines may be awarded the Military Cross and other ranks the Distinguished Conduct Medal and the Military Medal, on the recommendation of the Army authorities. Similarly, Naval Ratings may be awarded the Distinguished Conduct Medal for distinguished conduct in the field while serving with the Army.

### DISTINGUISHED FLYING CROSS – DISTINGUISHED FLYING MEDAL

Naval Officers and Ratings are eligible for the Distinguished Flying Cross and Distinguished Flying Medal, respectively, for operational service, and for the Air Force Cross and the Air Force Medal, respectively, for outstanding services in non-operational flying, with the Royal Air Force. These awards are made only on the recommendation of the Royal Air Force authority.

The monetary grants to those Naval Ratings and Royal Marine other Ranks who may be awarded the Distinguished Conduct Medal, the Military Medal or the Distinguished Flying Medal are the same as for the Distinguished Service Medal.

### MENTION-IN-DESPATCHES

A Mention-in-Despatches may be awarded to Officers and Men of the Royal Navy and Royal Marines for courage and resource in operations against the enemy, which is not of so high an order as to merit the award of the Distinguished Service Cross for Officers, or the Distinguished Service Medal for Men.

A Mention-in-Despatches may be awarded posthumously.

### QUEEN'S COMMENDATION

The Queen's Commendation may be awarded to Officers and Men of the Royal Navy and Royal Marines for brave conduct on land or at sea or in the air, not in the presence of the enemy, or for gallantry in saving life, where the services are not so outstanding as to merit the award of the British Empire Medal.

The Queen's Commendation may be awarded posthumously.

### MEDALS OF THE ROYAL NATIONAL LIFE-BOAT INSTITUTION FOR THE PRESERVATION OF LIFE FROM SHIPWRECK

The Gold, Silver and Bronze Medals of the Royal National Lifeboat Institution are awarded for courage in saving life from shipwreck on our coasts. They are worn on the right breast.

### STANHOPE GOLD MEDAL

The Stanhope Gold Medal is awarded by the Royal Humane Society for the bravest deed of life-saving in the year, either ashore or afloat, but not for bravery in saving life in fires. It is worn on the right breast.

### ROYAL HUMANE SOCIETY'S SILVER AND BRONZE MEDALS, TESTIMONIALS AND CERTIFICATES

The Royal Humane Society's Silver and Bronze Medals are awarded for gallantry in saving or attempting to save, life at sea or on land, the Silver Medal being awarded for greater gallantry than the Bronze Medal.

These medals are worn on the right breast.

The Royal Humane Society's Testimonials on Vellum and Parchment are awarded for gallantry in saving or attempting to save, life at sea or on land, the Testimonial on Vellum being awarded for greater gallantry than the Testimonial on Parchment.

The Royal Humane Society's Resuscitation Certificate is awarded for restoring the apparently dead from drowning or asphyxia.

The Royal Humane Society's "In Memoriam" Testimonials on Vellum are presented at the discretion of the Society's Committee to the relatives of those who lose their lives in attempting rescues, and should therefore be reported for consideration.

Recommendations for the above awards must be made within 2 months of the gallant action, but if the rescues or attempted rescues, occur at a distance from the British Isles this time limit may be extended to 18 months.

* Applies only to awards in respect of service since 3rd September, 1939. New pension additions payable from 1/10/44.

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The present practice in recommending awards for various services may be summarised as follows:—

## ROYAL NAVY AND ROYAL MARINES

| Services | Awards |
|---|---|
| A. Gallantry and distinguished conduct:— | |
| (*a*) in the face of the enemy .. .. .. .. | V.C., C.B., D.S.O., D.S.C., C.G.M., D.S.M., Mention-in-Despatches. |
| *(*b*) in mine and bomb disposal at sea<br>*(*c*) in minesweeping .. .. ..<br>*(*d*) in bomb disposal ashore .. ..<br>*(*e*) in hazardous non-operational flying .. | G.C., C.B.E. (Military), O.B.E. (Military), M.B.E. (Military), G.M., B.E.M. (Military), Commendation. |
| *B. Gallantry and distinguished conduct not in presence of the enemy, e.g., after a ship has been in collision or mined, bombed or torpedoed. .. .. | G.C., C.B.E. (Military), O.B.E. (Military), M.B.E. (Military), G.M., B.E.M. (Military), Commendation. |
| C. Meritorious service over a period either ashore or afloat. | C.B.E. (Military), O.B.E. (Military), M.B.E. (Military), B.E.M. (Military). |
| D. (*a*) Gallantry and distinguished conduct ashore during enemy action. | V.C., D.S.O., D.S.C., C.G.M., D.S.M., Mention-in-Despatches. |
| *(*b*) Gallantry and distinguished conduct ashore .. | G.C., G.M., B.E.M. (Military), Commendation. |
| *E. Gallantry in saving, or trying to save, life on land or at sea. | G.C., G.M., B.E.M., Queen's Commendation, R.H.S. (Silver), A.M. (Posth.), R.H.S. (Bronze). |
| F. Gallantry in saving life from shipwreck .. .. | Ministry of Transport and Civil Aviation Medal (Silver or Bronze), R.N.L.I. Medals. |

## WOMEN'S ROYAL NAVAL SERVICE

Officers and Ratings of the W.R.N.S. are eligible for the same Decorations as the Royal Navy.

## NURSING SERVICES

| | |
|---|---|
| For skill and devotion to duty over a long period, or for outstanding courage while carrying out nursing duties. | R.R.C. (fully trained Nurses only).<br>A.R.R.C., and as B, C and D (*b*) for the Royal Navy. |

## CIVILIANS

| | |
|---|---|
| *A. Gallantry and distinguished conduct during or after enemy action and in bomb disposal. | G.C., G.M., Appointment to the appropriate class of the Order of the British Empire (Civil), B.E.M. (Civil), Commendation. |
| B. Meritorious service .. .. .. .. .. | Appointment to the appropriate class of the Order of the British Empire (Civil), B.E.M. (Civil). |

It is customary for the ribbons of these Orders and Medals to be worn immediately on the Appointment or Award being published in the London Gazette or promulgated to the Fleet.

* As from 14th January, 1958, appointments to or promotions in, the Order of the British Empire and awards of the British Empire Medal, when granted for gallantry, are so described in the announcement in the London Gazette and are distinguished by the wearing of a silver oak leaf Emblem on the ribbon. When the ribbon only is worn the Emblem will be in miniature. This arrangement applies both to military and civil awards. Classification of an award as made for gallantry has no effect on seniority or precedence in the various classes of the Order. A person appointed to the Order after 14th January, 1958, for gallantry and subsequently promoted in the Order, retains and wears the Emblem whether promoted for gallantry or otherwise. A holder of the British Empire Medal for gallantry, granted after 14th January, 1958, if subsequently appointed to the Order, will continue to wear the Emblem on the ribbon of the medal; he will wear the Emblem also on the ribbon of the Order only if appointed to the Order for gallantry.

On the riband of the British Empire Medal for Gallantry, the Gallantry Emblem is worn above any Bar which may have been granted, and when ribands are worn alone the Gallantry Emblem is worn further from the left shoulder than any silver rose Emblem denoting the award of a Bar.

## INVESTITURE AND PRESENTATION OF AWARDS

The awards listed in paragraphs 1 to 7, 9 to 11, 13 and 14 above, will be presented by the Queen at Investitures.

2. Naval personnel who are domiciled or serving in the United Kingdom will be summoned to an Investiture; for those who are domiciled or serving temporarily overseas, arrangements will be made for them to receive their awards from the appropriate Representative of the Queen.

3. Awards in the Order of the British Empire granted in connection with a specific deed carried out in dangerous circumstances to recipients who have died before the award could be presented to them, and all the decorations and medals named in paragraphs 1 to 14, above, if the recipients have fallen in action before they could receive their awards at the Queen's hands, will be handed by Her Majesty to the recipient's Next-of-Kin, who will be summoned to a Next-of-Kin Ceremony.

4. *British Empire Medals.*—British Empire Medals (Military Division) awarded to members of the Armed Services who are stationed in the United Kingdom, will be presented, on the Queen's behalf, by a Commander-in-Chief or, where that is not practicable, by another suitable senior officer.

5. For awards of the British Empire Medal (Military Division) to members of the Armed Services domiciled or serving temporarily overseas, arrangements will be made for presentation by the appropriate Representative of the Queen.

6. *Dress for attendance at Investitures:*—

Officers should wear No. 5 dress, no sword.

Ratings should wear ordinary service dress (gold or red badges, as convenient).

Members of the Naval Nursing Service should wear outdoor dress.

Orders, decorations and medals should not be worn.

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7. *Guests.*—It is Her Majesty's pleasure that each officer or rating to be decorated should, if he so desires, bring with him 2 relatives or friends. Applications for tickets of admission for these guests will be invited when the officer or rating is summoned to an Investiture by the Central Chancery of the Orders of Knighthood, St. James's Palace, S.W.1.

8. *Travel Warrants.*—Travel Warrants for Investitures will be issued in accordance with instructions in Naval Pay Regulations, B.R.1950, Chapter XXIV, Article 1429. Particulars of application will be forwarded when the officer or man, or next-of-kin, is summoned to an Investiture.

For presentations of British Empire Medals in the United Kingdom, Travel Warrants may be issued by the appropriate Naval authority for the B.E.M. recipient and 2 guests for journeys within the United Kingdom. D.N.A. Form 800 will be used in all cases.

## RULES FOR THE AWARD OF THE ROYAL NAVAL RESERVE DECORATION, THE ROYAL NAVAL AND ROYAL MARINE FORCES VOLUNTEER RESERVE DECORATION, AND THE NAVAL AND MARINE RESERVES LONG SERVICE AND GOOD CONDUCT MEDAL

### THE ROYAL NAVAL RESERVE DECORATION AND THE ROYAL NAVAL AND MARINE FORCES VOLUNTEER RESERVE DECORATION

1. *Eligibility.*—Officers must have fifteen years' qualifying service over the age of 18; it need not be continuous.

2. *Qualifying Service.*—The following counts as qualifying service:—

(*a*) all officer's service (including time served as a Midshipman) and half the time served as a rating or other rank in the permanent R.N.R., permanent R.N.V.R., R.F.R., R.M.F.V.R., R.N.A.S.B.R., R.N.V.(W).R., Territorial Army, Royal Auxiliary Air Force, R.A.F.V.R., W.R.N.R. after 1st November, 1958, or W.R.N.V.R. Service which has already resulted in the award of another long service or efficiency medal cannot count;

(*b*) all mobilised service as a Temporary Officer;

(*c*) all officer's service, and half the time served as a rating or other rank in the R.N., R.M., Army, R.A.F., W.R.N.S. or similar Commonwealth or Colonial Force on any engagement, including Full Time National Service;

(*d*) all previous service qualifying for the Colonial Auxiliary Forces Efficiency Decoration if it has not already been awarded.

3. *Service in the Reserves.*—Notwithstanding the above, at least seven years must have been served in the R.F.R., R.N.R., R.N.V.R., R.M.F.V.R., W.R.N.R. after 1st November, 1958, or W.R.N.V.R., before being eligible for the award of the R.D. or V.R.D.

4. *Service with Cadet Forces.*—Service in any of the above Forces which was solely for duty with a Cadet Force will not be allowed to count towards the award of the R.D. or the V.R.D.

5. *Officers with other Long Service Decorations.*—An officer who has previously been granted a Reserves Long Service and Good Conduct Medal may be awarded the R.D. or V.R.D. if he completes both periods of qualifying service.

6. *Clasps.*—An officer will be eligible for the award of a Clasp to the R.D. or V.R.D. after ten years' qualifying service on the Active List after the award of the Decoration.

7. *Rosettes.*—Rosettes, which are issued at the same time as the Clasp, are to be worn on the ribbon of the Decoration when the ribbon is worn without the Decoration.

8. *Navy List.*—The letters "R.D." or "V.R.D." will be inserted in the Navy List against the names of the officers to whom the Decoration is awarded.

9. *Deprivation.*—An Officer may be deprived of the Decoration, with Her Majesty the Queen's approval, if he or she is convicted of any act derogatory to his or her honour as an officer and gentleman or lady.

10. *Loss of Decoration or Clasp.*—If a Decoration or Clasp is lost as the result of enemy action or other casualty of the Service it will be replaced at public expense. If it is lost in other circumstances it must be replaced at the officer's expense. Applications for replacement are to be made as for applications for the Decoration or Clasp (see below).

11. *Transitional Period after Unification.*—For seven and a half years after the introduction of the new R.N.R. on 1st November, 1958, i.e., until 1st May, 1966, qualifying service will count for the award of either the V.R.D. or the R.D. Awards will be made as follows:—

(*a*) the V.R.D. to officers who have gained most of their qualifying service in the R.N.V.R., R.M.F.V.R. or W.R.N.V.R.;

(*b*) the R.D. to officers who have served seven and a half or more years of their qualifying service in the old R.N.R. or the new R.N.R. or W.R.N.R.

After 1st May, 1966, the R.D. will replace the V.R.D. and the V.R.D. will no longer be issued to R.N. Reservists. The V.R.D. will, however, be retained for R.M.F.V.R. officers. It will be left to the discretion of the Governments concerned to recommend whether the V.R.D. or the R.D. is to be awarded to officers of the Commonwealth Naval Reserves who at present qualify for the V.R.D.

12. *Registrar Class.*—Registrars holding commissions as Commander (S), Lieutenant-Commander (S) or Lieutenant (S) may at the discretion of the Defence Council be granted the R.D. if they have completed twenty years' service on the Active List. Commissions in this class have been discontinued and will eventually cease to exist.

13. *Applications for the Decoration and Clasp.*—

(*a*) *Officers on Lists* 1 *and* 2—to the Admiral Commanding through the Registrar General of Shipping and Seamen;

(*b*) *Officers on Lists* 3 *to* 9—to the Admiral Commanding through their Commanding Officers on Form R.N.R.11;

(*c*) *Officers on Lists* 10 *to* 15—direct to the Admiral Commanding.

(*d*) *Officers of the R.M.F.V.R.*—direct to the Commandant-General Royal Marines.

Certificates of Service as an officer in Forces other than U.K. Naval Marine or Women's Naval Forces or as a rating or other rank are to be forwarded with applications.

### THE NAVAL AND MARINE RESERVES LONG SERVICE AND GOOD CONDUCT MEDAL

14. *Eligibility.*—The Naval and Marine Reserves Long Service and Good Conduct Medal will be granted to members of the R.F.R., R.N.R., R.M.F.V.R. and W.R.N.R. after fifteen years' qualifying service over the age of eighteen, with character assessment during that service never below "Very Good". If a Reservist's character is assessed as less than "Very Good", qualifying service must start again from the day after the lower assessment.

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15. *Qualifying Service.*—All service on any engagement in the Royal Navy, W.R.N.S., R.F.R., R.N.R., R.N.V.R., R.N.V.(W).R., R.N.V.(P).R., R.M., R.M.F.V.R., W.R.N.R. after 1st November, 1958, W.R.N.V.R., the Army, the Royal Air Force, or their Active Reserves, or the Royal Auxiliary Air Force, or similar Commonwealth or Colonial Forces, counts as qualifying service; it need not be continuous. Service which has already resulted in the award of a long service or efficiency medal cannot count.

16. *Service with Cadet Forces.*—Service in any of the above Forces which was solely for duty with a Cadet Force will not be allowed to count.

17. *Clasps.*—A clasp will be granted to a Reservist who completes ten years' qualifying service after the award of the Medal. It will be granted to officers if they are not eligible for the award of the R.D. or V.R.D.

18. *Rosettes.*—Rosettes, which are issued at the same time as the Clasp, are to be worn on the ribbon of the Medal when the ribbon is worn without the Medal.

19. *Deprivation or Forfeiture.*—If the conduct of a Reservist who has been awarded the Medal is considered to disqualify him or her from wearing it, he or she may be deprived of it by the Administrative Authority. The deprivation is to be reported to the Defence Council. While a Reservist is mobilised, the rules for the forfeiture or deprivation of the Long Service and Good Conduct Medal, as laid down in Queen's Regulations for the Royal Navy Article, 1969, will apply.

20. *Restoration.*—A medal forfeited or deprived may be restored at the discretion of the Administrative Authority after five years' service with continuous "Very Good" character, or after three years' such service if the Reservist is discharged before he or she has completed the normal five year period.

21. *Loss of Medal or Clasp.*—If a Medal is lost as the result of enemy action or other casualty of the Service it will be replaced at public expense. If it is lost in other circumstances it must be replaced at the officer or rating's expense. Applications for replacement are to be made as for applications for the Medal or Clasp.

22. *Applications for the Medal or Clasp.*—

(*a*) *List 2 ratings* to the Admiral Commanding through the Registrar General of Shipping and Seamen;

(*b*) *Other Unattached ratings* direct to the Admiral Commanding;

(*c*) *Attached ratings* to the Admiral Commanding through Commanding Officers.

(*d*) *R.M.F.V.R. N.C.O.s and other ranks* direct to the Commandant-General Royal Marines.

Certificates of service as a rating or other rank in Forces other than U.K. Naval, Marine or Women's Naval Forces are to be forwarded with applications.

## REGULATIONS RESPECTING THE LONG SERVICE AND GOOD CONDUCT MEDAL FOR THE ROYAL FLEET RESERVE

1. Men of the Royal Fleet Reserve who are not in possession of the R.N. Long Service and Good Conduct Medal are eligible for the award of the Royal Fleet Reserve Long Service and Good Conduct Medal provided that they:—

(*a*) have completed at least 15 years' service from the age of 18 years in the Fleet and Royal Fleet Reserve combined; for this purpose efficient service in the R.N.R. (R.M.F.V.R. for Royal Marines) or in the Commonwealth Forces may count as qualifying service;

(*b*) have satisfactorily carried out any prescribed training;

(*c*) have obtained a character not below "V.G." during the 15 years preceding the award;

(*d*) have not been awarded a character below "Good" during any year of their service from the age of 18 (but see Clause 3); and

(*e*) are recommended for the award of the medal by the Registrar of the Royal Fleet Reserve.

Men holding the medal who complete a further 15 years' service under the above conditions may be awarded a clasp to the medal.

Only service in the Reserve, as mobilized reservist or on engagements in respect of which approval has been given for the service to reckon for reserve benefits may count.

2. Applications for the award of the Royal Fleet Reserve Long Service and Good Conduct Medal are not to be forwarded on behalf of men whose retention in the Reserve is dependent on the fulfilment of an undertaking to render themselves medically fit unless they had already completed the necessary qualifying service and were otherwise eligible for the award on the date on which their unfitness was discovered.

3. Men whose characters were assessed below "Good" during the first 5 years of their active service from the age of 18 may be specially considered for award of the medal either:—

(*a*) After the completion of 15 years' service with continuous "V.G." character, on the ground of having displayed heroism or gallantry in action, or having rendered some special service in time of emergency, subsequently to the assessment of character below "Good," or

(*b*) On the ground of having 18 years' service with continuous "V.G." character subsequent to that assessment.

The conditions laid down in clause 1 (*a*), (*b*), (*c*) and (*e*) will apply to all men. Desertion at any time will render a man ineligible for the award of the medal, except in special circumstances where a man can show the necessary period of service with continuous "V.G." character commencing from the date of recovery from desertion.

4. Service in the Royal Fleet Reserve for years for which a reservist is not required to perform drill, and is not able, therefore, to earn a "V.G." assessment of character, is to be regarded as equivalent to "V.G." service for the purposes of paragraphs 1 and 3 provided that the other conditions of service are complied with.

5. Men in possession of the Royal Fleet Reserve Long Service and Good Conduct Medal who subsequently re-enter the Royal Navy or Royal Marines on regular engagements and qualify for the award of the Active Service, Long Service and Good Conduct Medal, will be required to surrender the Reserve Medal on being awarded the Active Service Medal. Similarly, men who possess the Royal Fleet Reserve Medal will be required to surrender it on being subsequently awarded the Long Service and Good Conduct Medal of any Commonwealth Navy.

6. When the conduct of any man after he has been awarded the medal is considered to be such as to disqualify him from wearing it, he may be deprived of it by the Commander-in-Chief or the Commandant General, Royal Marines. The deprivation will be reported to the Ministry of Defence (NP2).

When reservists are mobilised or re-entered in the Royal Navy, the regulations for the deprivation of the Active Service, Long Service and Good Conduct Medal (Queen's Regulations for the Royal Navy, Chapter 19) are to apply equally to the deprivation of the Royal Fleet Reserve Medal.

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7. A man who has been deprived of the medal for misconduct may have it restored at the discretion of the Commander-in-Chief or the Commandant General, Royal Marines, on completion of 5 years' service with "Very Good Conduct" before discharge, or on discharge from the Reserve provided that he has completed at least 3 years' service with "Very Good Conduct" since being deprived of the medal.

8. When it is desired to replace a medal which has been accidentally lost, the man to whom the medal belonged must make a declaration before a Magistrate or Registrar of the Royal Fleet Reserve, stating the circumstances in which the loss occurred, together with his rating, name, class, number in the Reserve, and Royal Naval official number, or Royal Marine register number. This declaration will be sent to the Principal Director of Accounts (Naval) through the Registrar of the Royal Fleet Reserve, and the Medal will be replaced, on payment, if the explanation of its loss is considered satisfactory.

9. Medals are to be worn, in conformity with the Regulations for Naval Uniforms (Ratings), with No. 2 dress (or No. 7 in hot climates) on those occasions when the wearing of No. 1 or No. 6 dress is authorised for Active Service ratings, i.e., at inspections and musters, on ceremonial occasions, and on Sundays in harbour. Medals are not to be worn on any other occasion.

## GOOD CONDUCT MEDAL AND GRATUITY

*Qualification for Award.*—The Long Service and Good Conduct Medal represents, with Good Conduct Badges, the highest standard of conduct in the Service and it is important that recommendations for the award of the medal should not be made as a matter of course on completion of the necessary period of qualifying service.

2. *Gratuities.*—Except where otherwise stated, the award of a Good Conduct Medal will carry with it, irrespective of rating, a gratuity of £20, payment of which will be authorised by the Principal Director of Accounts (Naval).

3. *Entitlement.*—(*a*) To be entitled to the award of the Long Service and Good Conduct Medal and Gratuity, a Naval rating or a Royal Marine must:—

(1) have completed 15 years' pensionable service with continuous "Very Good" character, and with previous character not inferior to "Good" in service which is reckonable for pension purposes. Where character during such service has been assessed as "Good" on the 31st December in any year, time reckoning for the medal will not commence until the 1st January following;

(2) have actually re-engaged to complete time for pension (but see clause (*b*) below regarding ratings on non-continuous service engagements);

(3) be in possession of the full number of Good Conduct Badges which he could have earned during his service;

(4) be provisionally recommended by the Captain of the ship or the Commanding Officer of the establishment in which he is serving at the time of the application as in every respect deserving of the award.

(*b*) *Non-Continuous Service.*—Maltese ratings serving on non-continuous service engagements are eligible for the award of the medal and gratuity under the foregoing conditions, except that clause 3 (*a*) (2) above is not applicable. Ratings locally entered at Hong Kong and Singapore are eligible for award of the medal and a gratuity of £10 under the same conditions. Other locally entered ratings may be awarded the medal without gratuity if their records of service and character conform to the requirements for an award under the ordinary rules.

(*c*) Desertion will render a man ineligible for the award of the medal under the ordinary regulations (see Article 8—Special Recommendations).

4. *Long Service and Good Conduct Gratuities.—Additional Allowance.*—(*a*) Ratings, including Maltese ratings, who are awarded the gratuity of £20, are also eligible to earn an additional allowance which is payable in a lump sum with the first payment of pension on discharge, at the rate of £1 for each year of qualifying service with "Very Good" character rendered subsequent to the award or restoration of the medal. The lump sum is not payable to non-European locally entered ratings.

(*b*) A rating who is promoted to officer after the award of the medal and gratuity will be allowed, on confirmation in rank, to receive payment of any additional allowance that may have been earned up to the date of his promotion.

(*c*) Service during which a "Good" character is awarded will not count as qualifying service for the additional allowance, notwithstanding that the man may not have been deprived of the medal.

(*d*) When a man is deprived of or forfeits his medal he will forfeit the additional allowance already accrued. If the medal is restored before he is pensioned, the amount earned subsequently to the date of restoration only will be awarded.

(*e*) When a man is invalided after having been awarded the medal and gratuity, and before completion of the full time for pension, he will be granted any additional allowance that may have been earned up to the date of his discharge.

(*f*) Any man who voluntarily quits the Service after the award of the medal and gratuity, and before becoming entitled to a pension, will forfeit all claim to any additional allowance that may have been earned.

(*g*) Where a man who has been discharged to pension is permitted to re-engage for a further period of service subject to relinquishment of pension, such further service will be allowed to count for purposes of the additional allowance under the usual regulations, provided that the man is qualified in all respects for this allowance.

5. *Long Service and Good Conduct Gratuities and Additional Allowances of Dead Men.*—If a man should die after the award of his medal any gratuity or additional allowance to which he may be entitled will be paid to his widow, or next-of-kin if dependent upon him.

6. *Breaks in Service.*—A break in service not due to desertion, dismissal, sentence of imprisonment, or other misconduct on the man's part, will not be considered as breaking the continuity of his "Very Good" character, or of recommendations for the medal and gratuity, provided that he rejoins within 5 years or, if invalided, as soon as the state of his health permits, or if approval has been given to bridge the break in service of more than 5 years.

7. *Recommendations.*—(*a*) The names of men provisionally recommended for medals and gratuities, are to be sent to the Principal Director of Accounts (Naval) on Form S.218, accompanied by their Service Certificates or certified copies thereof, in sufficient time to allow for verification of entitlement and preparation of the medal (normally one calendar month), and for approval to be received and presentation to be made on the date when the award is due.

(*b*) Recommendations for Royal Marine ranks are to be forwarded through the Director of Drafting Pay and Records, Royal Marines, six weeks before the medal is due.

8. *Special Recommendations.*—(*a*) If a man has the essential service qualification of 15 years with continuous "Very Good" character in accordance with

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the foregoing articles but is ineligible for the award of the medal under the ordinary regulations, the Secretary of State will consider any recommendation for a special award of the medal on the grounds that the man has displayed heroism or gallantry in action or has rendered some special service in time of emergency, during service qualifying for the medal and subsequent to the lapse which disqualifies him under the ordinary rules. The recommendation should be made by letter submitted through the Commander-in-Chief or administrative authority, or, for a Royal Marine, through the Director of Drafting, Pay and Records, stating fully the circumstances in which the application is made.

(*b*) A recommendation for a man who has a record of 18 years' qualifying service with continuous "Very Good" character will also be considered although he may be disqualified under the ordinary regulations.

9. *Presentation of Medal and Gratuity.*—(*a*) When approval has been received, the medal is, if possible, to be presented by the Commanding Officer before the ship's company or Royal Marines Unit. The gratuity is to be paid on the authority which will be issued by the Principal Director of Accounts (Naval). In no circumstances is the medal to be presented or the gratuity to be paid before the date on which the award is due.

(*b*) The award of the medal and gratuity is to be noted on the Service Certificate. In order that the possession of the medal may not be overlooked when consideration is being given to deprivation of a Good Conduct Badge, the award of the medal is to be noted at the foot of the Badge column in addition to the Medals section of the Service Certificate.

10. *Misconduct pending presentation.*—The Ministry of Defence is to be informed by signal if the man's conduct falls below the requisite standard in the interval between the recommendation and the date when the award becomes due. The medal is not to be awarded and, if received in the ship, is to be returned to the Principal Director of Accounts (Naval) with an explanation and with the authority for paying the gratuity.

(2) If the presentation of the medal is delayed for any reason beyond the date when the award is due, and misconduct (other than a trivial offence not breaking the continuity of the man's "Very Good Conduct" or "V.G." character) occurs in the interval, the medal is to be withheld and a report made to the Commander-in-Chief or Flag Officer or, for Royal Marines on shore, the Commandant General, Royal Marines. Unless the offence, or the punishment awarded, automatically involves loss of the medal, the report is to state whether deprivation would have been proposed if the medal had been in the man's possession at the time of punishment. If deprivation would have been automatic or proposed, the higher authority may direct that the medal should be regarded as awarded on the due date, and deprived. If this course is considered inappropriate, the higher authority is to report the matter to the Ministry of Defence. When deprivation would have been neither automatic nor proposed, the medal should be awarded from the due date and retained (but, if the man has lost a good conduct badge, the medal should not be presented until the badge is restored).

*Note.*—The rules about restoration of the G.C. Medal are contained in the Queen's Regulations and Admiralty Instructions, Chapter 19.

11. *First Clasp.*—A man holding the medal who completes a further 15 years' service on any kind of Royal Naval engagement, T.124 and variants excepted, with the character qualification required for the original award may be awarded a clasp to the medal. The award of the clasp will not entitle the recipient to any further gratuity or pension addition. Applications for the award are to be made on Form S.218 endorsed "CLASP ONLY," and forwarded as directed in clause 7, accompanied by the Service Certificate or a certified copy thereof.

12. *Second Clasp.*—A man holding the medal and clasp who completes a further 15 years' service under the same conditions required for the award of the first clasp, may be awarded a second clasp to the medal. Applications for the award are to be made on Form S.218 as directed above.

*Note.*—Pensioners are not debarred from counting the additional service for the award of the clasps.

13. *W.R.N.S. Ratings.*—W.R.N.S. ratings will qualify for the medal and clasp under the same conditions as for men. The gratuity will however, be £17 and the additional allowance 17s. 0d. a year.

## MERITORIOUS SERVICE ANNUITIES AND MEDALS (ROYAL MARINES)

A sum not exceeding £400 a year is available for distribution in annuities not exceeding £20, as rewards for distinguished and meritorious service. This award was open either before or after discharge to Senior Non-Commissioned Officers of the Royal Marines who had completed 21 years' service, or had been granted a life pension on account of wounds or hurts received in action or otherwise in the execution of duty.

2. As Royal Marines receive the L.S. and G.C. gratuity of £20, they are no longer eligible for this award. The Meritorious Service Medal has been awarded to all ranks who were registered in the Department of the Commandant General Royal Marines on 16th May, 1947, and no further awards will be made. Those to whom the Medal has been awarded remain eligible for the annuity and awards will be made, as and when vacancies occur.

3. The Medal and annuity are liable to forfeiture by recipients on conviction of treason, sedition or mutiny.

## REGULATIONS RESPECTING THE ACCEPTANCE AND WEARING BY CITIZENS OF THE UNITED KINGDOM AND COLONIES OF ORDERS, DECORATIONS AND MEDALS NOT CONFERRED BY THE QUEEN BUT BY THE GOVERNMENTS OF MEMBERS OF THE COMMONWEALTH OVERSEAS OR BY RULERS IN THE FEDERATION OF MALAYA

The Queen has approved the following Regulations respecting the acceptance and wearing by citizens of the United Kingdom and Colonies of Orders, Decorations and Medals not conferred by Her Majesty but by the Governments of Members of the Commonwealth overseas or by Rulers of States of the Federation of Malaya.

### ORDERS

1. No citizen of the United Kingdom and Colonies may accept or wear the Insignia of any such Orders without having previously obtained Her Majesty's permission to do so.

2. Such permission, if granted, will be either:—

(*a*) unrestricted, allowing the Insignia to be worn on any occasion;

(*b*) restricted, allowing the Insignia to be worn only on the particular occasions specified.

3. Full and unrestricted permission is contemplated in the following cases:

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For an Order conferred:—

(*a*) for distinguished services in the saving or attempted saving of life;

(*b*) on any officer in the Royal Navy, Army or Royal Air Force, or any United Kingdom official, in recognition of services while lent to the Government of a Member of the Commonwealth overseas or to a Ruler of a State in the Federation of Malaya;

(*c*) on any other citizen of the United Kingdom and Colonies in recognition of services in the salaried employment of the Government of a Member of the Commonwealth or of a Ruler of a State of the Federation of Malaya;

(*d*) in other special circumstances when it is deemed expedient that the Order should be accepted.

4. Restricted permission is contemplated for Orders conferred:—

(*a*) on United Kingdom officials in Member countries of the Commonwealth overseas in connection with a State visit of Her Majesty to the Member of the Commonwealth concerned;

(*b*) on exceptional occasions when in the public interest it is deemed expedient that they should be accepted.

Permission will *not* be given to:—

(*c*) United Kingdom High Commissioners or their staffs in Member countries of the Commonwealth overseas, when leaving, whether on transfer or on final retirement;

(*d*) Officers of Royal Navy, Army or Royal Air Force units visiting Members of the Commonwealth overseas.

5. Both in the case of full and restricted permission, the matter will be submitted to The Queen by Her Majesty's Principal Secretary of State for Commonwealth Relations who shall be under no obligation to consider applications for permission unless the desire of the Government or Ruler concerned to confer upon a citizen of the United Kingdom and Colonies is notified to him before the Order is conferred. Such notification should be made through the United Kingdom High Commissioner in the territory. Services to be recognized must have been rendered within a period of five years immediately preceding the notification to the Secretary of State.

Neither full nor restricted permission will be given when considerations of general policy or public interest must be held to preclude the grant of either.

6. When Her Majesty's Principal Secretary of State for Commonwealth Relations shall have taken The Queen's pleasure on any such application, and shall have obtained Her Majesty's permission for the person in whose favour it has been made to wear the Insignia of an Order with or without restrictions as the case may be, he shall notify this by letter to the person concerned. It will be made clear in relation to the grant of any Order that Her Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence or privilege appertaining to the degree of Knight Bachelor.

### DECORATIONS AND MEDALS

7. Decorations and Medals not indicating membership of an Order, are, with the following exceptions, subject to those Regulations in the same manner as Orders. Decorations and Medals not indicating membership of an Order, conferred for saving or attempting to save life may be accepted and worn without Her Majesty's special permission, subject only to the restrictions imposed by the Regulations of the Service concerned. No permission is required to accept a Medal if it is not to be worn.

### GENERAL

8. The wives of persons in the Crown Services of the United Kingdom are regarded for the purposes of these Regulations as sharing the disabilities of their husbands concerning the acceptance of awards from the Governments of Members of the Commonwealth overseas or from Rulers in the Federation of Malaya.

9. Persons, whether commissioned or salaried, employed in the Crown Service of the United Kingdom on a temporary basis are subject to these Regulations in the same way as those employed on a permanent and pensionable basis.

10. Members of the various police and constabulary forces maintained in the United Kingdom are uniformly regarded as subject to these Regulations as United Kingdom officials, with the exception however of British Transport Commission Police and Dock and Harbour Police Forces established under private Statutes.

11. Persons who have retired from the Crown Services of the United Kingdom remain subject to these Regulations in so far as concerns the acceptance from the Governments of Members of the Commonwealth overseas or from Rulers in the Federation of Malaya of Orders, Decorations or Medals offered in respect of services rendered before their retirement.

## REGULATIONS CONCERNING THE ACCEPTANCE AND WEARING OF FOREIGN ORDERS, DECORATIONS AND MEDALS BY PERSONS IN THE SERVICE OF THE CROWN

## (United Kingdom and Dependent Territories)

### ORDERS

1. No person in the service of the Crown may accept and wear the insignia of any Foreign Order without Her Majesty's permission.

2. Such permission, if granted, will be either:—

(*a*) unrestricted, conveyed by Warrant under the Royal Sign-Manual and allowing the insignia to be worn on any occasion; or

(*b*) restricted, conveyed by letter from Her Majesty's Private Secretary and allowing the insignia to be worn only on the particular occasions therein specified.

3. Full and unrestricted permission by Royal Warrant is contemplated in the case of Orders conferred:—

(*a*) for distinguished services in saving or attempting to save life.

(*b*) on any officer in the Royal Navy, Army or Royal Air Force, or any British official in recognition of services while lent to a foreign Government, if not in receipt of any emoluments from British public funds during the period of such loan.

4. Restricted permission is particularly contemplated in the case of Orders conferred in recognition of personal attention to a foreign Sovereign, the Head of a foreign state, or a member of a foreign Royal Family, on the occasion of State or official visits by such personages.

5. Restricted permission will also be given for the wearing of insignia of foreign Orders conferred:—

(*a*) on members of Her Majesty's Missions abroad in connection with a State visit by Her Majesty to the foreign capital concerned.

(*b*) on members of deputations of British regiments to foreign Heads of States.

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(*c*) on members of Special Missions when the Queen is represented at a foreign Coronation, Wedding, Funeral, or similar occasion; or on any Diplomatic Representative when specially accredited to represent Her Majesty on such occasions (but not on the members of his staff).

Permission will *not* be given to:—

(*d*) the Heads or other members of Her Majesty's Diplomatic or Consular establishments abroad when leaving, whether on transfer or on final retirement.

(*e*) officers of British naval, military or air squadrons or units visiting foreign countries, except as provided at (*b*) above.

6. Application for the Queen's permission, whether full or restricted, will be submitted to Her Majesty by her Principal Secretary of State for Foreign Affairs, who however shall be under no obligation to consider them unless, before the bestowal of the Order, the Government of the foreign country concerned has ascertained either through the British Diplomatic Representative there or through its Diplomatic Representative at Her Majesty's Court, that having regard to these Regulations the award would not give rise to any objection.

In no case can applications be considered in respect of Orders conferred more than five years previously or offered in connection with events so long prior to the proposal to award them.

7. When Her Majesty's Principal Secretary of State for Foreign Affairs shall have sought and obtained Her permission for a British subject to wear the insignia of a foreign Order without restriction, he shall signify the same to Her Majesty's Principal Secretary of State for the Home Department, or to Her Majesty's Principal Secretary of State for Scotland if appropriate in the circumstances of the case, in order that he may cause a Warrant as contemplated in Rule 2, to be prepared for the Royal Sign-Manual.

When such Warrant shall have been signed by Her Majesty, a notification of the grant of permission shall be published in the London Gazette, or in the Edinburgh Gazette as the case may be.

8. The Warrant conveying Her Majesty's permission may, at the request and expense of the recipient, be registered in the College of Arms if it has been submitted to Her Majesty by Her Principal Secretary of State for the Home Department, or in the Court of the Lyon King of Arms if it has been submitted to Her Majesty by Her Principal Secretary of State for Scotland.

Every such Warrant shall contain a clause providing that Her Majesty's licence and permission does not authorise the assumption of any style, appellation, rank, precedence or privilege appertaining to the degree of Knight Bachelor.

9. Permission will not be granted for the wearing of the insignia of foreign Orders conferred otherwise than by the Heads or Governments of foreign States recognised by Her Majesty as such.

MEDALS

10. Medals, with the exceptions specified below, and State decorations not indicating membership of an Order of Chivalry, are subject to the Regulations in the same manner as Orders, but permission, if granted, is given by letter or certificate, and not by Royal Warrant.

11. Medals for saving or attempting to save life at sea or on land, whether conferred on behalf of the Head or Government of a foreign State or by private Life-Saving Societies or Institutions, may be accepted and worn, subject only to the restrictions imposed by the regulations for the Services concerned.

Applications for Her Majesty's permission to wear other Medals conferred by Private Societies or Institutions cannot be entertained.

12. Applications for permission to wear foreign medals gained in warlike operations will not be entertained if the grant of such permission would be at variance with considerations of general policy or public interest.

GENERAL

13. The wives of persons in the service of the Crown are regarded for the purposes of these Regulations as sharing the disabilities of their husbands concerning the acceptance of foreign awards.

14. Persons employed in the commissioned or salaried service of the Crown on a temporary basis are subject to these Regulations in the same way as those employed on a permanent and pensionable basis.

15. Members of the various police and constabulary forces maintained in the United Kingdom and Dependent Territories are uniformly regarded as subject to these Regulations, with the exception however of British Transport Commission Police and Dock and Harbour Police Forces established under private Statutes.

16. Persons who have retired from the service of the Crown remain subject to these Regulations in so far as concerns the acceptance of foreign Orders, decorations or medals offered in respect of services rendered before their retirement.

17. The Regulations shall be regarded as applying in the same way as to British subjects, to British-protected persons who are such by virtue of their connection with a Protectorate or Trust Territory administered under the supervision of Her Majesty's Principal Secretary of State for the Colonies or Her Majesty's Principal Secretary of State for Commonwealth Relations; they may also be regarded as applying in the same manner to British-protected persons who are such by virtue of their connection with a Protected State administered under the supervision of either of the said Principal Secretaries of State, but Orders, decorations and medals conferred upon such British-protected persons by their Rulers are not regarded as falling within the scope of these Regulations.

## BOARD OF TRADE CERTIFICATES OF SERVICE AND CERTIFICATES OF COMPETENCY

1. Seamen Officers on the Active List, Retired List, or Emergency List of the Royal Navy who have attained the substantive rank of Lieutenant or above and have completed 7 years' sea service in sea-going vessels of which not less than 3 years shall have been performed whilst holding a full watchkeeping certificate may, at the discretion of the Board of Trade, be awarded Certificates of Service as Master in the Merchant Navy.

2. Engineer Officers on the Active List, Retired List or Emergency List of the Royal Navy, including officers holding Extended Service Commissions, who have attained the substantive rank of Lieutenant or above or Engineer Lieutenant (ME) and who have completed 21 months' qualifying sea service as Watchkeeping Engineer Officer or Senior Engineer Officer or Engineer Officer since attaining that rank (acting rank, if any, to count) may, at the discretion of the Board of Trade, be awarded Certificates of Service as First Class Engineer.

3. Certificates of Service as Second Class Engineer may, at the discretion of the Board of Trade, be awarded to Engineer Officers who have attained the substantive rank of Engineer Sub-Lieutenant (ME),

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and have completed 21 months' qualifying Watchkeeping Service since attaining that rank (acting rank, if any, to count).

4. Personnel of the R.N. holding the rank of Senior Commissioned Engineer or Senior Commissioned Mechanician and Commissioned Engineer or Commissioned Mechanician who left the Service before 1st January, 1957, are still eligible for the award of Certificates of Service as First and Second Class Engineer respectively providing that they qualify as required by the Board of Trade regulations.

5. Temporary and Reserve Officers are ineligible for the award of Certificates of Service; but may count Naval Service as qualifying service for admittance to the Board of Trade's examination for Certificates of Competency, provided it is performed as required by the Board of Trade's Examination Regulations.

6. Certificates of Competency as Extra Master, Master, Mate, Extra First Class Engineer, First Class Engineer, Second Class Engineer, Second Hand (Full or Limited) or (Special) of a fishing boat, and A.B., or of qualification as Efficient Deck Hand, can be granted by the Board of Trade only after examination.*

7. The following procedure is to be adopted when officers and ratings make application for the award of Certificates of Service or to sit examinations for Certificates of Competency:—

(*a*) *Certificates of Service*

Applications for Certificates of Service should be made on the appropriate Board of Trade form, obtainable from any Mercantile Marine Office, (or through the Commander-in-Chief, if abroad) and forwarded through the usual channels to the Ministry of Defence (NP2), Old Admiralty Building, Whitehall, S.W.1. The fee of £5 should *not* be forwarded to the Ministry of Defence with the application; the Board of Trade will request payment if the grant of a Certificate is approved. Applications will be forwarded to the Board of Trade by the Ministry of Defence with the usual statement of service, etc. All subsequent correspondence will be direct between the Board of Trade and the candidate.

(*b*) *Certificates of Competency*

Applications to be examined for Certificates of Competency should be made on the appropriate Board of Trade form, obtainable from any Mercantile Marine Office (or through the Commander-in-Chief, if abroad) and forwarded as directed on the form. They should be supported:—

(i) in the case of Officers by a statement of service (Form P.D.A. 902) which may be obtained on request from the Ministry of Defence (Naval Personnel Division 2) together with Forms S.450 ("Flimsies") in respect of all sea-going appointments and of last appointment, whether sea-going or not; or

(ii) in the case of ratings by a copy of Service Certificate. Candidates should also provide Watchkeeping Certificates. Details of fees for examinations are shown in the booklets mentioned at * below.

* Regulations governing the Examinations of Masters and Mates (Exn. 1), and Engineers (Exn. 1A), and Skippers and Second Hands of Fishing Boats (Exn. 1 (Fishing)) in the Mercantile Marine are published by H.M. Stationery Office, and obtainable on purchase at any Mercantile Marine Office or through any bookseller.

Notice No. M.436 may be obtained at any Mercantile Marine Office and deals with the issue of Certificates of Competency as A.B., and Certificates of Qualification as Efficient Deck Hand.

## NAUTICAL ASSESSORS

Appointments as Nautical Assessors will be made under the following rules:—

### House of Lords

(Under Section III of the Supreme Court of Judicature Act, 1891)

(1) To be retired Naval Officers of the rank of Admiral or Captain who have had at least 3 years' service in command of one of H.M. Ships at sea.

(2) The number will be limited to 6.

(3) The age limit is 65.

(4) Appointments will be for a limited period of 3 years in the first instance, any extension beyond that period will be specially considered before the term of the appointment expires. No appointment will exceed six years.

### Court of Appeal

(Under Section 98 of the Supreme Court of Judicature (Consolidation) Act, 1925)

(1) To be Naval Officers retired from the Commanders', Captains' or Flag Officers' Lists.

(2) The number will be limited to 2.

(3) The appointment will be for 3 years in the first instance. Any extension beyond that period will be specially considered before the term of the appointment expires. No appointment will exceed six years.

### Class III. Assessors

(Under the Merchant Shipping Act, 1894)

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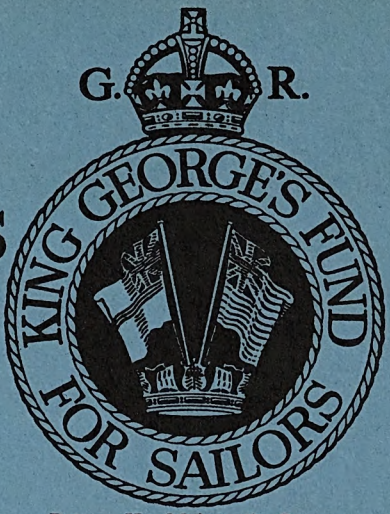


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